



TRIDENT TECHNICAL COLLEGE

2014-2015

## Student Handbook/Planner

Welcome to Trident Technical College.

The Student Services division plays an important role in your experience at TTC. We are here to assist you in achieving your personal development and academic goals.

The Student Handbook/Planner is one area in which we support your educational goals.

This Student Handbook/Planner provides information about many of the resources available at TTC. The comprehensive Student Handbook/Planner is also available online. I hope you will use it to learn about the College's academic support programs, internet and computer resources, student activities, financial aid, and other programs.

The Student Code of Conduct and Academic Issues sections in this handbook/planner outline the College's expectations for student behavior.

This Student Handbook/Planner will help you keep track of important dates and campus events. You will use this publication as a reference throughout the year.

I hope you enjoy your experience here at TTC. Your **Student Success** is our goal!

Sincerely,

Patrice B. Mitchell, Ed.D.  
Vice President for Student Services

#### **PUBLISHER'S NOTE**

Although the editor and publisher of this Planner have made every reasonable effort to attain factual accuracy herein, no responsibility is assumed for editorial, clerical or printing errors or errors occasioned by mistakes. The editor and publisher have attempted to present information that, at the time of preparation for printing, most accurately described the academic calendar information; academic and administrative policies, procedures, regulations and requirements; and the support services of the college. Information on program graduation rates is available on TTC's website. This Planner does not constitute a contract between TTC and its students or applicants for admission or with any other person. TTC reserves the right to change, without notice, any statement in this Planner, including but not limited to statements concerning tuition, fees, charges, academic regulations and requirements, course cancellations, class size, instructors, curricula, calendars, credits, or any other college activity or program. Changes will become effective whenever the appropriate TTC authorities so determine.

See TTC's website for current information.

#### **Notice of Nondiscrimination**

Trident Technical College does not discriminate in admission or employment on the basis of race, gender, color, national or ethnic origin, age, religion, disability, marital status, veteran status, sexual orientation, gender identity or pregnancy. In compliance with Title IX of the Education Amendments of 1972 and section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990, Trident Technical College offers access and equal opportunity in its admission policies, academic programs and services, and employment to individuals with disabilities. No otherwise qualified person will be denied access or opportunity on the basis of a disability. Pam Brown is the student coordinator for The college's ADA, Section 504 (Rehabilitation Act) and Titles VI, VII, and IX (Civil Rights Act). Please contact her if you have questions or need information concerning the ADA, Section 504, Titles VI, VII, and IX, alternate communication methods, and services for students with disabilities. The coordinator can be reached at Trident Technical College, Bldg. 410, Ste., 210J, or 843.574.6246 or TTY 843.574.6351.

Trident Technical College  
7000 Rivers Avenue  
P.O. Box 118067  
Charleston, SC 29423-8067  
www.tridenttech.edu  
843.574.6111

## **Mission Statement**

### **Mission:**

Trident Technical College serves as a catalyst for personal, community and economic development by empowering individuals through education and training.

### **Vision:**

Trident Technical College's vision is to be the leading force for educational opportunity and economic competitiveness in the communities we serve.

### **Values**

- Student success
- Teaching excellence
- Individual worth
- Diversity
- Access
- Integrity
- Safety
- Academic freedom
- Accountability
- Creativity
- Continuous improvement
- Lifelong learning

### **Role and Scope**

Trident Technical College is a public, two-year, multi-campus community college that provides quality education and promotes economic development in Berkeley, Charleston and Dorchester counties.

An open-door institution of higher education, the college serves approximately 17,000 traditional and nontraditional curriculum students who have a wide variety of educational goals, from personal enrichment to career development to university transfer. To help students meet their goals, TTC offers university transfer associate degrees and applied technical associate degrees, diplomas and certificates. The curriculum includes programs in arts and sciences, agriculture, business, computer technology, engineering technology, health sciences, industrial technology, and public service. TTC students draw on knowledge from a broad range of disciplines to develop the communication and critical thinking skills that are fundamental to lifelong learning.

TTC further promotes economic development through continuing education courses; customized education and training for business, industry and government; and a variety of employment training programs.

TTC is committed to being accessible and responsive to community needs. To foster student success, TTC provides developmental education and comprehensive student services. In addition to traditional instruction, TTC's flexible course offerings and alternative delivery methods, including online instruction, enable more members of the community to pursue higher education.

Approved by TTC Area Commission September 20, 2011.

Approved by the South Carolina Commission on Higher Education January 13, 2012.

## Emergency Alert System

Trident Technical College's Emergency Alert System (EAS) is used to communicate vital information to academic credit students and employees as quickly as possible before, during and after a campus emergency.



The Emergency Alert System (EAS) includes the following notification components:

**EAS Mobile:** Text and/or voice messages sent to cell/home phones, PDAs, etc. (Students/employees must register to receive messages. See directions below.)

**EAS Email:** Email alerts sent to email accounts. (Students/employees must register to receive emails. See directions below.)

**EAS Campus:** Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.

**EAS Web:** Alerts posted on TTC's website (<http://www.tridenttech.edu/>), TTC's Facebook page and on TTC's my.tridenttech student e-mail page (<http://start.my.tridenttech.edu/>).

**EAS InfoLine:** Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.

**EAS Media:** Alerts sent to local media outlets (radio, television, newspaper).

### Important Emergency Alert Registration Information

You must register with the TTC Emergency Alert System to receive timely notification of campus emergencies. The quickest notification method is a text message, so you are strongly encouraged to provide a number for a text (SMS) capable device. At the start of each semester you will be redirected to the EAS registration screen when you check your class schedule in TTC Express to prompt you to register or confirm your contact information.

- Go to [my.tridenttech.edu](http://my.tridenttech.edu) and login.
- Under "TTC Express for Credit Students" click on "Communication" and then "My Emergency Messaging Profile"
- Enter your contact information and click Submit at the bottom of the page.

There is no charge to subscribe to the Emergency Alert System, but your cell phone provider may charge a fee for delivery of text messages based on your calling plan. This is an optional service that will only be used to advise you of potential, developing, or existing critical emergencies. Read the Frequently Asked Questions on the TTC website at [www.tridenttech.edu](http://www.tridenttech.edu) for more information about this service.

<b>Quick Reference</b> <b>TTC Public Safety</b>	<b>Emergencies:</b> 843.574.6911 (6911 from a campus phone)
	<b>Non-Emergencies:</b> 843.574.6053
	<b>Website:</b> <a href="http://www.tridenttech.edu/publicsafety.htm">www.tridenttech.edu/publicsafety.htm</a>

## Confidentiality of Student Records

### Annual notice to students

Trident Technical College complies with the Family Educational Rights and Privacy Act (FERPA) of 1974. This act provides ways to protect the privacy of education records, and to establish the right of students to inspect and to review their education records. Parents or guardians of dependent students may access their dependent student's records by completing a request form and providing appropriate documentation to verify the dependent status of the student to the office of the vice president for Student Services. The act provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students also have the right to file complaints with the Family Educational Rights and Privacy Act office.

Under the act, Trident Technical College is allowed to publish the following designated student directory information relating to individual students: the student's name, address, telephone listing, email address, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. The college periodically updates student addresses for future contact purposes. Students wishing to restrict publication of their student directory information or opt out of address updates must notify the Registrar's office in writing.

Procedures to be used for compliance with the provision of the act can be found in the Registrar's office and the Vice President for Student Services' office. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Registrar's office and the Vice President for Student Services' office. Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the college to comply with the requirements of FERPA. The name and address of the office that administers FERPA is Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave. SW, Washington, DC 20202-5920.

## Student Intellectual Property

Students retain ownership of projects produced for coursework completed at the college, to the extent that these projects are the result of student effort. However, projects that are initiated and/or funded by the college remain the property of the college. In all cases, the college reserves the right to use student-produced projects for instructional, promotional, and/or other academic purposes. (TTC Procedure 13-16-1)

## Student Planner and Handbook Notice

*THE TRIDENT TECHNICAL COLLEGE STUDENT PLANNER/HANDBOOK, UPDATES AND ADDENDUMS ARE AVAILABLE AT:*

***WWW.TRIDENTTECH.EDU > CURRENT STUDENTS > STUDENT HANDBOOK.***

*THE PLANNER/HANDBOOK DOES NOT CONSTITUTE A CONTRACT BETWEEN TRIDENT TECHNICAL COLLEGE AND ITS STUDENTS, APPLICANTS FOR ADMISSION OR ANY OTHER PERSON. TTC RESERVES THE RIGHT TO CHANGE, WITHOUT NOTICE, ANY STATEMENT IN THE HANDBOOK. CHANGES SUPERSEDE PREVIOUS POLICIES ON THE SAME TOPIC.*

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843-574-6111

## **TTC CREED AND CODE OF CONDUCT**

*TTC expects students to act in an adult manner, to take responsibility for their actions and to treat all students and employees with respect, even if they do not agree with other people's opinions and actions.*

*Trident Technical College is committed to the achievement of student success in an environment defined by civility and dignity. To that end, the College created a TTC Student Creed that clearly identifies expected behavior of all members of the College community. This creed is as follows:*

*As a Trident scholar, I PLEDGE TO*

- Accept responsibility for my actions, language and attitudes.*
- Practice good manners and courteous behavior toward all that I encounter.*
- Respect the rights and property of others.*
- Demonstrate integrity in my academic pursuits.*
- Honor the nobility of learning and scholarship.*
- Recognize the value of diversity.*
- Promote good citizenship, common decency and universal harmony.*

## **On-Line Honor Code Pledge**

**for all online course activities**

- I will not give my username and/or password to anyone.*
- I will submit only my original work.*
- I will not plagiarize.*
- I am honor bound to complete all the assigned work and will honestly report my progress.*
- I will not discuss the contents of any exam with anyone until after the scores have been released.*
- I will not copy or print all, or part, of any exam. "Copy" encompasses any form of reproduction including, but not limited to, transcribing, printing, photocopying, photographing and using the print screen tool.*
- I understand that I can be held accountable for failure to comply with all aspects of this honor pledge and Student Code as outlined in the TTC Student Handbook.*

## TTC Portal

**my.tridenttech.edu**

The my.tridenttech.edu portal provides access to all the college's online resources to support you in your learning process.

Students have one username and one password to log into all TTC online systems in the my.tridenttech.edu portal. You do not have to jump between multiple online systems to read college emails, complete enrollment processes or coursework requirements! The my.tridenttech.edu portal provides you with a unified entry to all of the online systems for TTC students.

### IN THE MY.TRIDENTTECH.EDU PORTAL YOU WILL FIND:

#### Communication

The my.tridenttech.edu portal provides you with an email account that is TTC's official communication method with students for administrative offices at the college. It is critical that you check your my.tridenttech.edu email often for important information about your enrollment, financial aid and more.

In addition, you will find notifications about your enrollment status, emergency alert, registration, payment deadlines and other announcements about critical student processes in your my.tridenttech.edu account.

#### Registration & Your Student Records – TTC Express

All of your student information is available through the my.tridenttech.edu portal home page in the TTC Express menu.

You can register for classes; check your financial aid status; check your grades and more! Use the TTC Express menu to:

- Register, drop or add classes
- Search for classes
- Print your class schedule
- Pay tuition and fees
- Submit online Financial Aid forms
- Apply for graduation
- Change your password
- View payment account summary
- View grades
- Order a TTC transcript
- View financial aid status and award letter

To allow your parents or another person access to your student records, complete a "Release of Confidentiality" form in the Registrar's office.

#### Coursework - D2L – Desire to Learn

D2L is the online learning management system for TTC courses. After logging into my.tridenttech.edu, students are able to access D2L for course assignments and other course-related activities, including an email system specifically for academic communication between students and faculty. Your instructors and faculty advisors communicate to you through D2L email but administrative offices at TTC communicate to you through your my.tridenttech.edu email account.

#### REMEMBER!!

- NON-INSTRUCTIONAL COLLEGE EMAIL is in your MY.TRIDENTTECH.EDU email
- INSTRUCTIONAL EMAIL is in your D2L email

#### Events & News

Announcements for students about 'What's Important Right Now', TTC News and Events and other announcements you need to know are in the my.tridenttech.edu portal. Plus, the student newspaper online blog – *The Trident Times* – is just a click away for you to read information for the students, by the students.

#### For log in/online assistance to my.tridenttech.edu call 574.6WWW.

Due to the Family Educational Rights and Privacy Act (FERPA), only a student can request a student password reset. Parents or guardians or others may not request a password reset on behalf of the student.

**The e-Services Help Line number is 574-6999.**

## Computer Labs

TTC has a variety of computer labs on its campuses. Many labs are open to all TTC students, faculty, and staff. Some labs, while open to all students, give priority to a particular academic program. Others are reserved for specific classes. Academic printing in the open labs is available on a pay-to-print basis.

For complete listing of lab names, hours, rules and locations go to the TTC Portal, my.tridenttech.edu, select/mouse over the Campus Life tab on the top nav bar, then select Computer Labs.



## CAMPUS RESOURCES

### Student ID Card

The TTC student identification card allows you to use the library facilities, not just at TTC, but at other area colleges as well, including Charleston Southern University, The Citadel, the College of Charleston and the Medical University of South Carolina. Student identification cards are available for currently enrolled credit students through the Student Activities office at Main Campus, the Admissions office at Palmer Campus, the Student Success Center at Berkeley Campus, and at our Mount Pleasant Campus.

- Students can obtain student ID cards during the registration process or during the routine operating hours of the Main Campus Student Activities office, Monday through Thursday. There is a \$5 fee to replace an ID card. Students should revalidate their ID cards each semester. Proof of registration and a picture ID are required to receive a validation sticker.
- Continuing Education students receive ID cards from the Division of Continuing Education and Economic Development. Call 843.574.6152 for more information.

### Learning Assistance

Learning Assistance (LA) provides tutoring and resources to help you keep up, catch up or get ahead. You may visit LA in the Learning Center in Room 211 in Bldg. 920 on Main Campus and in Room 226 on Palmer Campus. Limited tutoring services may be available on Berkeley and Mount Pleasant campuses. You may make appointments for one-to-one or small group tutoring in English and math, join a study group or participate in the walk-in Math Center (on Main Campus).

Writing tutors in The Writing Center can assist you with writing assignments and research papers, and they can also help with specific topics, such as using MLA and APA documentation, addressing a writing task and recognizing errors in grammar and punctuation. LA also has videotapes, DVDs and informational handouts to help you improve your skills. Consultants in LA can also assist you with using your TTC Express, D2L and college email accounts.

To schedule appointments or to inquire about workshops, come to an LA learning lab or call Main Campus at 843.574.6409 or Palmer Campus at 843.722.5516. All LA services are free to currently enrolled TTC students.

### Learning Resources (Libraries)

Learning Resources Centers (LRCs), or libraries, provide resources and services to assist with users' informational needs. Physical libraries are located on Main, Palmer and Berkeley campuses. Staff members also travel to all other TTC locations monthly to provide in-person services as needed. The library website is the gateway to library resources and services, making them accessible on or off campus. Through the homepage you can access the online library catalog, electronic databases, tutorials, course-related resources, reserve items, research tips and assistance. Computers are available at each campus library with the Acceptable Use Policy displayed on each workstation.

TTC's library collection supports all programs of study as well as the information needs of the college community. All campus libraries share the collection, which includes books, periodicals, e-books, electronic resources, videos and DVDs. The library is a teaching library with reference and research assistance readily available. From the library homepage you may take an online tour and an orientation to become more familiar with your library.

TTC's library participates in several partnership agreements that increase the amount of resources available to faculty, staff and students.

The Charleston Area Library Consortium (CALC) includes TTC and other area academic libraries. Through this consortium, TTC students, faculty and staff have physical access, and students have certain checkout privileges, to the academic libraries of area colleges by presenting a current TTC identification card.

The Partnership Among South Carolina Academic Libraries (PASCAL) includes South Carolina's academic libraries together with their parent institutions and state agency partners. PASCAL fosters cooperation on a broad range of issues including shared licensing of electronic resources, universal borrowing and Interlibrary Loan Services (ILS) hosting. Through this partnership, the LRC participates in PASCAL Delivers. PASCAL Delivers is a rapid, book-delivery service that allows faculty, staff and students to request books from any participating

## CAMPUS RESOURCES

college library across South Carolina. Book requests can be made through the library's online catalog on campus or remotely from any computer with Internet access. Faculty, staff and students can select which TTC campus the requested book should be sent. For S.C. academic institutions that are not a part of PASCAL, an additional special statewide borrowing card is available through the library to allow students to borrow materials from those libraries.

The TTC library also has an agreement with the Charleston County Library System, a large library system with a main library and 15 regional and branch locations. This agreement allows current TTC students who live outside of Charleston County to obtain a free county library card while they are students. All libraries have circulation policies and charge fines for material returned after the due date.

ID cards for students, faculty and staff are available through Student Activities. Smoking, eating and using cell phones are prohibited in any TTC library location. Students may bring drinks into the library in a covered container. Students using TTC's campus libraries are expected to conduct themselves appropriately.

Children may not be taken into any TTC Library while the parent/guardian is studying or using library resources. They are not to be left unattended in any TTC library while parents are in class or involved in other activities.

For more information call Main Campus LRC 843.574.6095, Berkeley Campus LRC 843.899.8055, and Palmer Campus LRC 843.722.5540.

### TTC Bookstores

Bookstores at all campuses offer **extended hours** at the beginning of each semester. You may purchase textbooks, supplies, graduation supplies, art supplies and a number of other specialty items.

**Financial aid and VA (Chapter 31 only) book charges** are available to eligible students for only a limited time at the beginning of each term/semester. The dates of the Financial Aid and VA (Chapter 31 only) book charge period appear on campus bulletin boards, and on the Financial Aid and Bookstore web sites each semester. At the end of each semester, the Bookstore conducts a book buy back at Main, Berkeley and Palmer campuses.

Generally, the book-buy-back is in the last few days of the semester. Check the TTC Bookstore web site and campus bulletin boards and read the college's publications for exact dates.

The Bookstore has a published **policy regarding the sale and return of textbooks**. You can find this policy on the Bookstore website.

### Telephone Locations

**Outside emergency phones** - TTC has automatic dial emergency phones located in the parking lots of Main, Berkeley and Palmer campuses. These phones provide direct connection to the college's Public Safety office.

**Inside campus wall phones** - Campus phones located inside the halls and lobby areas of buildings also can be used to call Public Safety. Students may use campus phones to contact faculty and staff on all three campuses.

**TTY phone services** - TTY phone services for the deaf and hearing impaired are located at the Main Campus in Counseling and Public Safety and at the Palmer Campus in Public Safety.

### Types of Learning

**CLASSROOM** - Student attends the class in-person on one of TTC's campuses or sites locations.

**DISTANCE LEARNING** - Course delivery occurs either on-line or in a mixed mode format utilizing other media types.

**ONLINE** - Course delivery occurs totally on-line. Student logs into TTC's on-line instructional delivery system - 'D2L - Desire 2 Learn.' Student takes tests and exams either in person at one of TTC's Testing Centers, a proctored environment or in the D2L system.

**MIXED MODE** - Course delivery combines traditional in-person classroom learning with online instruction and/or other forms using web-based instruction or other forms of media. In person classroom time is significantly less than required in a traditional in-person course and scheduled classroom meeting days must be attended.

## Fees

As a state-supported institution, TTC bases its tuition and fees on appropriations granted by the South Carolina General Assembly. The tuition and fees charged by the college are directly affected by the action of the legislature and are, therefore, subject to change without notice.

A schedule of tuition and fees is available at the Admissions office on each of TTC's campuses or by calling 843.574.6111. You also may obtain the current tuition rate by visiting the college's website.

TTC does not mail bills to students. Students should review outstanding balances in their TTC Express account and pay any balance due before the published payment deadline.

## Classification of Students

### Student Status

**Full Time:** A student enrolled for a minimum of 12 semester credit hours

**Part Time:** A student enrolled for 11.5 or fewer credit hours

The normal credit load per semester is 15-18 semester credit hours. If you plan to enroll in courses totaling more than 18 semester credit hours, you must receive approval from your academic advisor, a department head or dean.

If you want a written statement verifying enrollment, contact the Registrar's office two working days after the end of the Drop/Add period.

### Financial Aid Student Classification

Full time 12 semester credit hours

3/4 time 9 semester credit hours

1/2 time 6 semester credit hours

Tuition and fees may be paid by cash, check, MasterCard, VISA, American Express or Discover.

### Residency

Tuition is based on residency. TTC determines residency based on South Carolina law and South Carolina Commission on Higher Education regulations. Documentation may be required for proof of residency.

### Senior Citizens

Legal residents of South Carolina age 60 or over who are not employed full time may enroll in a selected course on the last business day prior to the first day of classes on a space-available basis without paying tuition. Senior citizens need to contact the Business office prior to registration.

### Student Insurance

The college provides student accident insurance for all curriculum students. Current information on coverage and claims processing is available through Public Safety.

All students in Health Sciences and Nursing programs are required to carry professional liability and major medical insurance.

### Fee Changes

Fees are subject to change without notice by the TTC Area Commission.

### Refund Policy

Trident Technical College issues full or partial refunds according to the refund periods published each term on public college calendars. The amount of the refund is based upon your official withdrawal from the college or reduction in enrolled hours below 12 credit hours. To officially withdraw from the college, you must submit a Drop/Add form to the Registrar's office or withdraw via TTC Express within the advertised withdrawal period.

Refunds will take approximately 3-4 weeks to process. Refunds are made according to the institutional refund schedule below.

Cancelled Courses	100%
Before the 1st day of the full semester	100%
1st-5th calendar day of full semester	100%
6th-7th system unavailable – no drop/add	
8th-14th calendar day of full semester	50%
15th-19th calendar day of full semester	25%
After 19th calendar day of full semester	0%
Calendar days include Saturdays and Sundays.	

Refunds for Summer full semester or other sessions that vary in length from Fall or Spring full term will be in proportion to the full semester refund schedule.

Any fees you owe the college are deducted from your refund. **No refunds are given for complete withdrawal or course withdrawal after the official refund period each term.**

## Repayment of Federal Financial Aid

If you are receiving financial aid from Title IV federal funds (Pell, SEOG, Direct Lending) and you totally withdraw from college or stop attending without officially withdrawing for any reason prior to attending 60 percent of the term or semester/term, TTC will determine if you are required to repay Title IV funds based on Title IV regulations. If payment is required, TTC will return funds to the federal government according to the federal guidelines.

The U.S. Department of Education instituted this repayment policy in the 2000-01 academic year for students receiving Title IV assistance (financial aid).

A portion of financial aid funds will be returned to the appropriate federal program upon a recipient's total withdrawal from college. The amount returned is based on the percentage of enrollment completed for that term or semester and the amount of financial aid assistance considered earned.

1. The number of calendar days in the enrollment period (term or semester) is divided into the number of calendar days the student completed for that semester/term.
2. The amount of financial aid earned is equal to the percentage of the term or semester/term that was completed (up to the 60 percent point). If the student withdraws after the 60 percent point of the term or semester/term the student will have earned 100 percent of financial aid funds received for that semester.

### Veterans Tuition Payments

All students receiving Veterans' educational benefits, with the exception of the Post-911 (Chapter 33) Vocational Rehabilitation and Employment (Chapter 31) and state free tuition recipients, are required to pay their tuition and fees by the deadline date. These payments are due without regard to your receiving benefits checks from the Department of Veterans Affairs. Contact the TTC Veterans Assistance Center on the Main Campus in Bldg. 410 or call 843.574.6105 for additional information.

### Veterans and Overpayments

TTC certifies educational benefits for those veterans, spouses and children of deceased or 100 percent disabled veterans who are eligible according to the provisions established by the

Department of Veterans Affairs and the state of South Carolina. Students receiving VA benefits that are processed through TTC's Veterans Assistance office must keep the TTC VA office informed about initial registration in classes each semester and immediately report any changes in enrollment status during the semester to avoid either underpayment or overpayment situations. If a TTC veteran student's enrollment status changes, and the change results in an overpayment status with the Department of Veterans Affairs, TTC must refund the overpayment amount to the Department of Veterans Affairs. The student will then owe TTC the overpayment amount returned to the Department of Veterans Affairs.

The overpayment will appear on the student's TTC account as a balance due. It is the student's responsibility to contact the Department of Veterans Affairs to appeal an overpayment status.

### Additional Fees and Charges

The fees listed below are not necessarily all inclusive and are subject to change without notice.

#### Fees

**Application Fee:** \$30 due with application

**Credit by Exam Fee:** \$45

**Re-enrollment Fee:** \$50 re-enrollment after financial purge

**Student ID Card Fee:** \$5 for replacement ID; first card no charge

**Student Transcript Fee:** \$5 per transcript

**Returned Checks:** A service fee is assessed in accordance with current law on all checks received in payment of books, fees, etc. that are returned by the bank for insufficient funds or closed accounts.

#### Debts Owed to the College

You will not be permitted to receive your graduation diploma, transcripts or current semester grades, or to register for the upcoming semester until all debts incurred at

the college have been paid in full.

## Payments and Account Balances

### Payment Policy

When you register, you are required to pay the balance due on your account by the published payment due date. TTC must receive payment for the balance due by the published payment due date, or the college will remove your enrollment in courses for the term and/or semester.

#### THE COLLEGE DOES NOT MAIL BILLS TO STUDENTS.

Your account balance is available in your my.tridenttech.edu account in the TTC Express menu.

Take advantage of the college's payment plan option in the TTC Express menu (NBS Tuition Payment Plan Information).

The deadline for payment applies to all students with a balance due on their account, including students with financial aid if a balance due exists after financial aid has been applied.

If you enrolled during the early registration period and your classes were removed for nonpayment, there is no guarantee that you will be able to re-enroll in the original course sections that you selected.

**Failure to pay the balance due by the published payment due date will result in your removal from all enrolled courses.**

### Account Balances

*You are responsible for accessing your my.tridenttech.edu account to determine the amount that you owe.*

The balance that you owe can be viewed by clicking on the Student Balance Due screen in the TTC Express menu in my.tridenttech.edu.

If you applied for financial aid, the balance due amount on the Student Balance Due screen is what you actually owe after all financial aid awards that you are eligible to receive have been applied to your account.

You will not receive a bill in the mail for tuition and fees due.

Your grades, transcript, financial aid status and account balance can be viewed online in my.tridenttech.edu.

#### TO VIEW YOUR BALANCE DUE:

3. Go to my.tridenttech.edu
4. Select "TTC Express for Credit Students" from the TTC Express menu
5. Select "Financial Information"
6. Select "Student Balance Due"

### New Payment Schedule with Compressed Schedule

It is critical that you understand the new payment deadlines that begin for compressed schedule with Fall 2014 registration. Check *On Course*, this student planner for payment deadlines, and also check the my.tridenttech.edu portal calendar for updates each time you login.

## Student Responsibilities

### General Responsibility

As a student, you are responsible for being informed of all policies and procedures required to attend TTC, most of which are found in the TTC Catalog and the TTC Student Handbook/Planner.

You may review all TTC's policies and procedures in the offices of the Registrar, Student Activities, Vice President for Student Services, and Counseling and Career Development Services. College regulations will not be waived because a student pleads ignorance of established policies and procedures. If you are unsure of any procedure, you should seek help or clarification from the Registrar's office or an academic advisor.

Academic policies and procedures are subject to change. If changes occur, they will be published in the next Catalog, Student Handbook or Policies and Procedures manual, all of which can be accessed on TTC's Web site.

### Student Responsibilities

Essential consumer information about TTC is available at [www.tridenttech.edu](http://www.tridenttech.edu) > Future Students > Essential Student Information, in accordance with the Higher Education Reauthorization Act of 2008.

### Placement Testing Changes

Entry-level placement test score requirements are subject to change.

### Student Documents

You are responsible for making sure that all required documents are sent to the college by the appropriate deadlines.

All documents submitted to the college become the permanent property of TTC. Therefore, documents will not be copied for or distributed to students by the college.

### Student Debts

The S.C. Tax Commission supports TTC by collecting any delinquent accounts or debts owed by former or current students from students' tax refunds.

The Setoff Debt Collection Act of 1988 allows the S.C. Tax Commission to assist any state agency in the collection of any delinquent account or debt. For more information, call 843.574.6565.

### Returned Checks

If you give TTC a bad check to pay any fee, you will be assessed a service charge in accordance with current law and will be given 10 days to pay the fees and any penalty fee. During this 10-day period your classes may be canceled. If the check and service fee have not been paid within 10 days, TTC may take legal action to collect the check with court costs and fees added to the amount of the original check.

The Code of Laws of South Carolina provides for a fine of not less than \$50 or a term of imprisonment for drawing and uttering dishonored checks.

### Disabilities-Related Needs

The college complies with relevant provisions of SEC 504 of the Rehabilitation Act of 1973 and the 1990 Americans with Disabilities Act. Appropriate, reasonable accommodations based on current medical and/or psychological documentation can be provided. If you need and qualify for these services, contact Services for Students with Disabilities at 843.574.6131 or TTY hearing-impaired phone 843.574.6351 for more information and assistance.

### Communication To Students

Students are responsible for checking their my.tridenttech.edu e-mail and TTC Express information on a regular basis for important college information about financial aid, payment deadlines, registration, college events and announcements.

The college corresponds with students through the college's official student e-mail system to insure students' identities and to maintain the privacy and security of student records.

### 2014-2015 Student Handbook and Planner Online Access

Both the TTC Student Handbook and the Student Planner can be found online at [www.tridenttech.edu](http://www.tridenttech.edu).



## STUDENTS AND TYPES OF LEARNING

### Student Types

**NEW STUDENT** - Never attended college before enrolling at TTC.

**RETURNING STUDENT** - Previously attended TTC but not in the last three semesters.

**TRANSFER STUDENT** - Attended another college and transferring to TTC.

**TRANSIENT STUDENT** - Enrolled at another college but now attending TTC to transfer course credit back to the primary or 'home' college.

#### CROSS REGISTRATION STUDENT

Home school is Charleston Southern University, The Citadel, College of Charleston, Medical University of South Carolina or Trident Technical College and simultaneously enrolled at one of the other five colleges.

**DUAL CREDIT STUDENT** - High school student with approval from the high school who is taking college coursework to earn both college and high school credit at the same time.

**EARLY ADMIT STUDENT** - High school junior or senior with approval from the high school who is taking college coursework to earn college credit that does not affect the student's high school records.

**INTERNATIONAL STUDENT** - Attending TTC under a student visa from a country outside the United States

**AUDIT STUDENT** - Enrolling in credit class without earning any credit hours

**SENIOR CITIZEN STUDENT** - Enrolling as a legal SC resident who is over 60 years of age and not employed full-time

### Types of Learning

**CLASSROOM** - Student attends the class in-person on one of TTC's campuses or sites locations.

**DISTANCE LEARNING** - Course delivery occurs either on-line or in a mixed mode format utilizing other media types.

**ONLINE** - Course delivery occurs totally on-line. Student logs into TTC's on-line instructional delivery system - 'D2L - Desire 2 Learn.' Student takes tests and exams either in person at one of TTC's Testing Centers, a proctored environment or in the D2L system.

**MIXED MODE** - Course delivery combines traditional in-person classroom learning with online instruction and/or other forms using web-based instruction or other forms of media. In person classroom time is significantly less than required in a traditional in-person course and scheduled classroom meeting days must be attended.

### International Students

TTC students come from 116 countries and enjoy participation in an active international student organization at the College. The admissions coordinator for international students is located at the Main Campus and is the College's designated school officer (DSO) with the Department of Homeland Security.

#### F-1 STUDENTS

F-1 students are registered in SEVIS, the Department of Homeland Security international student software tracking system, immediately upon arrival at TTC. The college listed on the I-20 form and on the F-1 visa is the only college the student is authorized to attend. F-1 students are required to pursue a full course of study (at least 12 semester hours) during spring and fall semesters. Students starting TTC in summer semester must be full time. F-1 students are required to make normal progress and maintain academic good standing toward completing their course of study and must complete studies before the program completion date on the I-20 form. F-1 students are required to keep a valid I-20 form by following proper procedures for changes in educational level or program of study or requesting extensions, transfers, or exceptions to full-time status. F-1 students may remain in the United States longer than the 60-day grace period after completing a full course of study ONLY if granted approval prior to completion for practical training, transfer or changing educational levels. F-1 students are NOT allowed to work off campus without specific authorization. F-1 deposits may not be used for tuition or fees and are not refunded until completion of the second semester.

#### INTERNATIONAL STUDENT REQUIREMENTS

All international students must abide by rules requiring disclosure of information and prohibition on criminal activity, and also by any special requirement such as Special Registration. All visa and permanent resident students must provide a current street address and must report any change in address to the Department of Homeland Security and to TTC's DSO in Admissions within ten business days. F-1 address changes are updated in the SEVIS software. For additional information, see [www.uscis.gov](http://www.uscis.gov).

## ORIENTATION

### Orientation Information

Orientation is an ongoing service at TTC. For your convenience, Orientation Centers are open on all campuses Monday through Friday. No appointment is necessary – drop by when you are on campus.

Students attend orientation after acceptance to the college.

New student orientation is an important part of getting started at TTC and is vital to your academic success. All new TTC students should attend. Each student receives a customized orientation because we want you to achieve your educational goals and have a positive experience. Your orientation leader answers general questions you may have about the College, explains the various services at TTC and assigns your academic advisor.

Make an appointment with your academic advisor for help with selecting the correct courses and registering you for the times and days you wish to take classes. The longer you wait, the fewer choices you'll have with scheduling your classes.

#### ORIENTATION SERVICES FOR ALL NEW STUDENTS:

- View a "Welcome to TTC" video
- Explore TTC's Web site
- Talk with an orientation leader
- Verify major – change major, if necessary
- Receive Placement Test retest pass, if appropriate
- Receive academic advisor assignment
- Receive important informational handouts
- Get answers to questions about TTC
- Learn about student rights and responsibilities

#### ORIENTATION SERVICES FOR NONDEGREE STUDENTS:

- New student orientation
- Transfer information – local area college catalogs and transfer notebooks with forms and current information
- Register for courses – Bring appropriate documents, if you need prerequisite overrides

#### Online Orientation

Orientation Services provides an on-line orientation process for students who are unable to attend the on-campus orientation. Check the Orientation page under Current/Future Students at [www.tridenttech.edu](http://www.tridenttech.edu) for availability information about the on-line orientation process.

### Placement in Courses

*OPTIONS AFTER TTC'S PLACEMENT TEST*  
TTC's Placement Test determines your academic preparedness for initial placement in courses.

TTC's Placement Test measures your current skill level in reading, writing and math. It is not a measure of potential. Students who do not have qualifying SAT or ACT test scores or are not transferring a college-level math and/or English course to TTC will need to take all or part of TTC's Placement Test. The placement test is untimed test and you can take the test at any campus. Students receive their test results immediately after test completion.

An Orientation leader can provide information about placement test scores in relation to courses you should take based on your placement test scores. If dissatisfied with your placement test scores, you are allowed one retest without Academic's approval. There is a fee for retesting, payable at the Business office. You must present your paid receipt when you retest. If you remain dissatisfied with your first retest scores, you may retest a second time if your test scores are within a specific retest range and with Academic's approval. An additional retest fee applies.

### Assignment of Academic Advisors

Degree-seeking students are assigned academic advisors who not only advise students but are also full-time faculty in their program of study. Students in selected majors who need a reading course have an additional advisor in the Learning Center. Students who are undecided about their major are assigned a counselor who is knowledgeable about working with students in the career decision-making process. They work with students to choose a program of study. Students then return to the Orientation Center, change their major and are assigned a new advisor in their program of study.

Most academic advisors teach a full load of classes or in programs with a large number of lab or clinical courses. In addition to teaching, they serve on committees, are involved with course and program development, and must keep up with the technology and changes in the career field for which they are training students. They also often teach in more than one location.

## ORIENTATION

It is important to contact academic advisors early for registration appointments. Because of the demand on their time, faculty and counselors manage their advising time carefully. In most cases, students will need to leave a phone message including name, phone number and time of day to contact. Students may e-mail their advisors. Students who have been to an Orientation Center can find their academic advisor's name and phone number in the student portal > TTC Bookmarks > My Advisor with a direct link to the advisor's e-mail at that same location.

### Get a New Advisor When Changing Your Major

Students who want to change their major or add a dual major must submit the request to the Registrar's office online through [my.tridenttech.edu](http://my.tridenttech.edu) > TTC Express > Academic Profile > Student Change of Major. or print a paper copy of the form from TTC website > Current Students > Registrar's Office > Forms to submit to the Registrar's Office on Main Campus or the Admissions office at any other TTC campus prior to registration. All changes submitted during the drop/add period will be effective that semester. Changes submitted after the drop/add period will be effective the next semester. If you receive veterans educational benefits and change your major, you must provide TTC's VA office with a copy of the Student Major Update form that you submitted to the Registrar's office.

If you completed orientation, call the Main Campus Orientation Center (843.574.6436) or e-mail an orientation leader to obtain the name of a new academic advisor. If you have not completed orientation, visit an Orientation Center soon. Visit TTC's Orientation web site to find the e-mail addresses of orientation leaders.

### Preparation for Registration

Steps for registration appear in this handbook under "The Registration Process".

Priority Registration for the next semester begins at midterm of the current semester. Students who are returning to TTC after not enrolling for several semesters should check with the Orientation Center to verify that they have a current academic advisor for their program of study.

### Advisement for Nondegree Seeking Students

For most courses, nondegree-seeking students do not need an advisor's signature. However, many courses have prerequisites or skill requirements. To register for one of these courses you must have departmental approval if your TTC records do not show that you have met the prerequisites or skill requirements. You may be required to provide evidence of prerequisites, corequisites or skill requirements such as transcripts, grade reports or qualifying test scores. Nondegree-seeking students may register in the Orientation Centers or in the Registrar's office.

### Returning to College

College skills courses are available to assist students who have been out of school for some time or have never developed the skills necessary to achieve academic success. Financial aid will pay for these courses for qualified students.

#### COL 103 – College Skills

This three-credit course covers study skills, life skills and an introduction to career exploration. Students learn note-taking techniques, test-taking skills, communication skills, problem-solving techniques, and life management skills such as time and stress management. In addition, TTC librarians teach an electronic library unit where students complete a hands-on activity to familiarize themselves with electronic database research.

#### IDS 101 – Human Thought and Learning

This course explores the principles, methods and applications of human thought and learning. Students study such topics as attention, information processing and problem solving.

## FINANCIAL AID

### Financial Aid

TTC's financial aid programs assist students who have financial need as determined by the federal government. A financial need exists if the resources of the family (expected family contribution or EFC) do not meet the total cost of attending the College. The total cost of attendance includes tuition, fees, books, supplies, room and board, and personal and transportation expenses.

A variety of financial assistance is available at TTC to help you with the cost of attending college. TTC's Financial Aid office assists prospective and current students and their families by

1. providing information about financial resources
2. assisting applicants with the application process for financial assistance
3. calculating an applicant's level of eligibility for financial assistance
4. awarding financial assistance based on an applicant's enrollment status
5. monitoring students' satisfactory progress each semester for continued eligibility for financial assistance programs. For more information, go to the TTC Financial Aid/VA Web site at <http://www.tridenttech.edu/>.

Financial aid awards occur on a yearly cycle. Each award year begins with the fall semester and ends with summer term. You must complete a new FAFSA each year prior to the semester you enroll to determine continued eligibility for financial aid.

### Understanding Your Financial Aid Awards

Upon acceptance for admission to TTC and completion of your financial aid requirements, Financial Aid will notify you about financial aid awards. The award letter will list all financial aid and the terms and conditions of the award(s) based on full-time enrollment. Your award letter is available in the [mytridenttech.edu](http://mytridenttech.edu) portal. You will receive updates on any changes, additions and/or corrections to your financial aid awards via student email.

If you apply for financial aid in time and are eligible, your tuition charges are subtracted from the financial aid awards

you are eligible to receive (excluding federal work-study awards). If you have sufficient funds after tuition charges, you may be able to pay for your books by charging them to your student account, and these charges apply to your remaining financial aid. After payment of tuition and any book charges, if any funds remain, the Business office will send your credit balance to you.

Below is an example of how to read and understand your award letter. Remember - full-time enrollment is the basis for each award in your award letter. Your award is pro-rated to a lower amount based on your actual enrollment hours when you enroll below full-time.

Award Example* - Full-Time Enrollment			
	Total	Fall	Spring
Federal Pell Grant	\$5,730	\$2,865	\$2,865
Subsidized Loan	\$3,500	\$1,750	\$1,750
Federal Work-Study **	\$3,500	\$1,750	\$1,750
<b>Actual Award Example*</b> What you will actually receive if you enroll less than full-time at <b>six (6) credit hours per semester.</b>			
Federal Pell Grant		\$1,433	\$1,433
Federal Work-Study **		\$1,750	\$1,750
Subsidized Loan (est. net)		\$1,741	\$1,741
<b>Actual Award Example*</b> What you will receive if you enroll in less than full-time at <b>three (3) credit hours per semester.</b>			
Federal Pell Grant		\$716	\$717
Subsidized Loan		\$ 0	\$ 0
Federal Work-Study **		\$ 0	\$ 0

\* If eligible for these awards

\*\* Work-study is paid for actual hours worked. You may earn up to the work-study award amount.

## Applying for Financial Aid

To apply for financial aid programs, complete the Free Application for Federal Student Aid (FAFSA). A new or renewal FAFSA must be submitted for each academic year (Fall through Summer) and is available to complete for the upcoming academic year after January 1. The FAFSA is available online at <http://www.fafsa.gov>. Put TTC's school code in the Release and Signature section of the FAFSA to send a copy of your FAFSA report directly to TTC.

### TTC's school code is 004920

#### YOUR FAFSA INFORMATION DETERMINES YOUR FINANCIAL AID ELIGIBILITY

To complete the application, you will need a copy of your most recent federal tax transcript and/or any documentation of untaxed income (e.g. SSI statement, disability income.) Two to three weeks after submitting the FAFSA, you and any colleges you identified will receive an electronic Student Aid Report (SAR). If corrections or additional information is required, you can submit it electronically on the web. Apply online at <http://www.fafsa.gov/>. It is important to respond promptly to any requests for corrections or additional information.

*FEDERAL REGULATIONS REQUIRE THAT RANDOMLY SELECTED FINANCIAL AID APPLICANTS PROVIDE VERIFICATION OF ALL INFORMATION DOCUMENTED ON THE FAFSA. IF THE EDUCATION DEPARTMENT RANDOMLY SELECTS YOUR FAFSA INFORMATION FOR VERIFICATION, TTC'S FINANCIAL AID OFFICE WILL NOTIFY YOU IN YOUR STUDENT EMAIL ACCOUNT TO SUBMIT A VERIFICATION WORKSHEET, TAX TRANSCRIPT AND W2'S FROM THE IRS AND DOCUMENTATION OF UNTAXED INCOME.*

Once you complete all verification requirements, TTC's Financial Aid Office will notify you about the specific amount of financial aid you are eligible to receive.

## Information for Families Affected by Current Economic Downturn

The recent downturn in the U. S. economy may present you with unanticipated questions and possibly with unexpected financial challenges. If you have concerns about financial assistance for this or future academic years, TTC's Financial Aid Office is working diligently to provide

all TTC students with the maximum amount of financial aid available. Families whose financial situations have changed dramatically since submitting the FAFSA for this academic year may now be eligible for additional resources not previously received because of the earlier FAFSA application information. Contact the FA office about any dramatic changes in your financial resources.

## Financial Aid and the Transfer Student

- Financial aid awards do not transfer from one college to another.
- Students must request a FAFSA release for any new college.
- Students transferring to TTC must request a duplicate Student Aid Report (SAR) at <http://www.fafsa.ed.gov> if TTC has not received the FAFSA results. The TTC code is 004920.
- It is the student's responsibility to notify the Financial Aid office about attendance at another college or university.

## Deadline Dates

Priority dates to complete financial aid are identified and published each semester and are in this handbook's planning calendar. You should apply for financial aid by completing your FAFSA and having it sent to TTC prior to the semester/term in which you plan to enroll. Submit any documents requested to the TTC Financial Aid Office as soon as possible after the request. The financial aid you are eligible to receive will be available prior to the beginning of the semester/term when you plan to enroll if you apply by the deadline date.

If you submit your FAFSA after the published deadline date, be prepared to pay your tuition and fees and purchase your books by the payment deadline for the semester/term. The Financial Aid office will process your FAFSA in the order received. You will receive a reimbursement based on your level of eligibility for financial aid.

## Types of Financial Aid

Financial assistance programs offered at TTC include federal programs under Title IV funds and state grants and scholarships. Federal financial assistance includes the Federal Pell Grant, Federal Supplemental Educational Opportunity Grant, Federal College Work-Study, and student loan and parent loans. State financial assistance programs include South Carolina lottery funded tuition assistance, the LIFE

Scholarship and the South Carolina Need-Based Grant. For more information, visit the TTC Financial Aid/Veterans Affairs Web site at <http://www.tridenttech.edu/> or the TTC catalog.

## TTC Scholarships

Trident Technical College and the TTC Foundation offer a number of scholarships provided by area individuals, businesses, civic organizations and nonprofit groups. Awards are competitive based upon the stated criteria, and the TTC Scholarship Committee selects the most qualified recipients. Awards are based on availability of funds and do not require repayment. More information about scholarships and the scholarship application are on TTC's Web site ([www.tridenttech.edu](http://www.tridenttech.edu)) under Current/Future Students.

## Eligibility for Financial Aid

Eligibility for federal (and some state) financial assistance awards requires:

- A high school diploma or its equivalent (GED)
- Enrollment in a program of study that is eligible for federal financial aid awards.
- No default on any prior student loans
- Not in repayment on any Federal Pell or SEOG grant
- Satisfactory academic progress in credit courses as defined by TTC
- A valid financial aid application (FAFSA)
- U.S. citizen or eligible non-citizen
- A valid Social Security number
- Compliance with Selective Service registration
- Demonstrated financial need except for some loans, scholarships and Lottery Tuition Assistance.

## Federal Financial Aid Penalties for Drug Law Violations

It is the law! You might not be able to receive federal student aid if you have been convicted of selling or possessing illegal drugs. If the drug offense for which you were convicted occurred while you were receiving federal student aid (grants, loans, and/or work study), you must complete a Student Aid Eligibility Work Sheet for FAFSA Question 23 for the Financial Aid office to determine if your financial aid eligibility is affected. If you have been convicted in the past, this does not automatically mean that you are ineligible for federal student aid. The

worksheet at <http://www.fafsa.gov> will help you determine your eligibility. You should complete and submit your FAFSA even if you are not eligible for federal student aid. You may be eligible for aid from other sources.

## Your Financial Aid Status

As long as you meet **Satisfactory Academic Progress (SAP)**, you are in good standing. If your status changes because of your grades or progression rate through your academic program, TTC will notify you by email through your TTC student email account after grade processing each semester. This email cannot be sent to you until after grades are posted for any given semester. However, it is ultimately YOUR responsibility to know your FA eligibility status. If you do not understand the SAP policy, you should make an appointment with a financial aid or veterans' assistance officer or go to the Financial Aid Customer Service in the Student Center on Main Campus, the Admissions area at the Palmer Campus or in the Student Success Center at the Berkeley Campus. SC Lottery Satisfactory Academic Progress (SAP) is reviewed once a year at the end of the summer term. Once a student has attempted 24 credit hours, the student must maintain a 2.0 or better for continued eligibility. If the student does not maintain the 2.0 or better after attempting 24 credit hours, the student's SC Lottery SAP status changes to Lottery unsatisfactory and the student will be ineligible for lottery funding an entire academic year.

Your original award letter amounts indicate full-time enrollment for the academic year. If you enroll below full-time, your award prorates based on your actual hours enrolled. Your enrollment status is determined at the end of the drop/add period for each semester. Adjustments to your awards, including cancellation of aid, are based on your enrollment status at the end of the drop/add period.

Enrollment Status	Enrollment Requirement
Full time status	At least 12 credit hrs
Three-quarter status	9 to 11 credit hrs
Half-time status	6 to 8 credit hrs
Less than half-time status	1 to 5 credit hrs



## FINANCIAL AID

### Financial Aid and the Never Attended Process

Faculty report students who register for a course(s) but never attend by the first week of classes. These students are removed from the class roster. A never-attended student's financial aid awards may adjust or cancel depending upon the student's final enrollment status after removal of never attended courses for the semester.

### Financial Aid – Eligible Programs of Study

You must enroll in an eligible program of study to receive any type of federal aid. Some certificate programs are ineligible for federal aid. General Education Development (GED) and Continuing Education courses are not eligible programs. Audit classes are not eligible for financial aid. You receive awards only for those courses required for graduation or as prerequisites for courses required in your program.

All associate degrees are automatically eligible for financial aid. The list of diplomas and certificate programs NOT eligible for financial aid are listed on the TTC's Web site at <http://www.tridenttech.edu/>.

### Repayment of Federal Financial Aid Funds

**If you have financial aid and withdraw from ALL your classes OR stop attending ALL classes before 60% of the semester/term, you may have to repay a portion of your financial aid funds to the federal government. You may also owe funds back to Trident Technical College.**

The US Department of Education requires students to attend classes for at least 60% of the semester/term in order to qualify for the full amount of aid. If you withdraw from all classes prior to the 60% completion period, you may have to pay back the unearned funds to the federal government. You may also have to repay unearned funds to TTC. You will be ineligible to receive any future financial aid at any college or university until you repay the funds. You will be unable to continue attending TTC until you pay the balance owed. If you cease enrollment of at least 6 hours after the initial disbursement of your student loans, your loans may be returned to the student loan lender and you may

have a balance owed to TTC. You will be unable to register should this happen. You may contact the Financial Aid Office to discuss your financial aid awards.

### Financial Aid Definitions

**Cost of Attendance (COA)** The total costs for attending a specific college, usually expressed as a yearly figure. COA includes tuition and fees and allowances for books, supplies, room and board, personal and transportation.

**Course Completion Rate (CCR)** The Course Completion Rate is a specified number of credit hours which you must complete in a semester to remain in good standing based on the number of hours you attempt.

<i>If you are attempting:</i>	<i>You must complete at least:</i>
12 or more hrs	9 hours
6-11 hours	6 hours
1-5 hours	all hours

**Default** Failure to repay a loan according to the terms agreed to when you signed a promissory note

**Eligible program** A course of study that leads to a degree, diploma or certificate and meets the U.S. Department of Education's requirements as an eligible program

**Expected Family Contribution (EFC)** The amount you and your family should contribute toward your education based on your FAFSA information. The EFC appears in the upper right-hand corner of your Student Aid Report (SAR). Your SAR is the document you receive after you complete the Free Application for Federal Student Aid (FAFSA).

**FAFSA** Free Application for Federal Student Aid. Form to be filled out to begin the process for requesting financial aid. TTC's school code is 004920.

**Federal Direct Student Loan** The Federal Direct Student Loan is a low interest college loan made by the Department of Education. To determine eligibility, students must complete the FAFSA, a Loan Request and a Master Promissory Funding is determined by academic standing. You must have earned more than 30 hours in your program of study to receive maximum loan eligibility.

Note: The Financial Aid office will counsel students as to the type of loan

## FINANCIAL AID

for which they are eligible and the amount they may borrow. Before a loan is certified, the student must complete an online entrance loan counseling session. Upon graduation or ceasing to be enrolled at least half time, the student must complete an online exit loan counseling session.

- **Subsidized Loan** The federal government pays the interest while you are in school. You begin repayment and interest begins six months after you graduate or cease at least half-time enrollment.
- **Unsubsidized Loan** Interest begins when you receive the loan

**Federal Pell Grant** The Federal Pell Grant provides grants for students attending college who have not previously received a baccalaureate degree. A student's resources identified on the FAFSA factor into a Department of Education formula to determine the student's eligibility

**Federal Supplemental Educational Opportunity Grant (FSEOG)** – FSEOG awards are dependant on financial need remaining after Pell Grant awards.

**Federal Work-Study Program (FWS)** The FWS is a program that provides part-time jobs on campus for eligible students to help with educational expenses. Since positions are limited, students should apply early. Applicants must complete the FAFSA and Application for Federal Work-Study. Students generally work up to 20 hours/week based on financial need.

**Grants and Scholarships** – Financial aid that does not require repayment. A student's level of financial need determines the grant amount. Scholarships usually involve academic merit criteria.

**Loan** – Borrowed money that must be repaid with interest. Maximum loan amounts depend on the student's status in school and financial need.

**Personal Identification Number (PIN)** Students receive a FAFSA PIN number by applying on line at [www.pin.ed.gov](http://www.pin.ed.gov). Both the student and parents can apply for a PIN. The PIN allows you to sign your FAFSA electronically and your promissory note for student loans.

**Promissory note** – A binding legal document that a student signs to receive a student loan that lists the conditions for borrowing and the terms required to pay back the loan.

### Satisfactory Academic Progress (SAP)

To be eligible to receive financial aid, you must maintain satisfactory academic progress toward a degree, diploma or certificate.

### Selective Service Registration

Required by law, males must register with the Selective Service to receive federal aid.

### South Carolina Free Tuition (SCFT)

1. **Free Tuition for Children of Policemen, Firemen or other Emergency Services Personnel(SCFT)**– A child of a deceased or 100 percent disabled policeman, fireman or other emergency services personnel may be eligible for this benefit. The parent's death or disability must have been in the line of duty. This statute pertains to all town, city, municipality, county or state agency. The TTC Veterans Assistance Office will assist you with your application.
2. **Free Tuition for Children of Certain War Veterans**– A child of a wartime veteran may be eligible to receive this benefit. Eligibility and application information may be obtained from any county Veterans Affairs office or write The Governor's Office, Division of Veterans Affairs, 1205 Pendleton Street, Columbia, SC 29201.

### South Carolina Lottery Tuition

**Assistance Program (LTA)** – South Carolina created the Lottery Tuition Assistance Program (LTAP) to supplement financial assistance to students attending two-year public or independent colleges in the state and is not based on need. Lottery-funded tuition assistance is determined from the FAFSA. You must be a South Carolina resident and enroll in at least six credit hours. Lottery award amounts fluctuate according to credit hours of enrollment and availability of state funds. LTA is not available to assist with book expenses. Students who have attempted 24 or more hours must have a minimum 2.0 cumulative GPA to receive lottery funding. Students shall not be eligible to receive Lottery Tuition Assistance for more than one certificate, diploma, or degree earned within any five-year period unless the additional certificate, diploma, or degree constitutes progress

in the same field of study.

See [www.tridenttech.edu](http://www.tridenttech.edu) for updated information.

#### South Carolina Need Based Grant

**(SCNBG)** – The SCNBG is designed to provide additional financial aid to South Carolina's neediest students to attend public or independent colleges or universities. To be eligible, a student must have been a S.C. resident for the past 12 months.

**Student Aid Report (SAR)** – Lists all the information you reported on your FAFSA. It will contain your expected family contribution (EFC).

### Managing Your Finances - Budgeting Basics

#### Step 1: Figure Out What You Have

- Add up all your sources of income, including student grants, scholarships, loans, Work-Study income, income from part-time job and parent contribution.

#### Step 2: Figure Out What You Need

- Add up your tuition and living expenses.
- Estimate cost of books and supplies.
- Estimate cost of food, utilities, transportation, etc.
- Remember to include only things you need, not want.

#### Step 3: The Moment of Truth

- Compare your monthly income to your monthly expenses.
- If you don't have enough income to cover your expenses, figure out where you can cut corners.
- If you have extra, then add in the "want" items, such as entertainment.

### Checklist and Helpful Hints

- ☐ Complete all federal and state tax returns as soon as possible after January 1 and keep a copy.
- ☐ Complete the FAFSA at <http://www.fafsa.ed.gov/> (Title IV school code for TTC is 004920). A link to FAFSA on the web is on TTC's website
- ☐ Respond quickly to all information requests made by the Financial Aid office and the FAFSA Processing Center.
- ☐ Keep copies of all financial aid documents including application, loan promissory notes, etc. Record any contact made with the Financial Aid office, including the date and with whom you spoke.
- ☐ Clearly print your name and TTC ID on all information submitted to TTC's Financial Aid office.
- ☐ Remember to reapply for financial aid each year. The FAFSA must be resubmitted annually. The award year begins with fall semester and ends after the summer term.

#### ALL COMMUNICATION FROM THE FINANCIAL AID OFFICE IS VIA TTC EXPRESS AND MY.TRIDENTTECH STUDENT EMAIL

All Financial Aid online submittal forms are accessible via [my.tridenttech.edu](http://my.tridenttech.edu) portal.

### Keeping Your Financial Aid/VA Educational Benefits

This section contains helpful information about financial aid and veteran educational benefit awards. **Students and parents should completely read this section.** The contents are subject to change without notice because of changing federal and state legislation.

#### COMMUNICATION WITH STUDENTS

Trident Technical College provides an email account to all students. It is extremely important that you maintain your TTC [my.tridenttech](mailto:my.tridenttech) student email account. **It is your responsibility as a student to check your TTC [my.tridenttech](mailto:my.tridenttech) email account frequently to retrieve official TTC communication.**

Financial Aid sends emails to students about "missing or incomplete financial documents," and "information concerning financial aid award packages" which will instruct you to log into [my.tridenttech.edu](http://my.tridenttech.edu) portal to review your current financial aid status. In some circumstances, there may be additional information needed to complete the financial aid file.

#### FINANCIAL AID AND WITHDRAWING FROM ALL CLASSES OR SCHOOL

If you have financial aid, and withdraw from ALL your classes OR stop attending ALL classes before the 60% completion period, you may have to pay a portion of your financial aid funds back to the federal government. You may owe funds back to Trident Technical College (TTC).

The US Department of Education requires students to attend classes for at least 60% of the semester/term in order to qualify for their full amount of aid. If you withdraw from all classes prior to the 60% completion period:

- You may have to pay back the "unearned" funds to the federal government.
- You will also have to repay "unearned" funds to TTC.
- You will be ineligible to receive any future financial aid at any college or university until you repay the debt.
- You will not be able to continue to attend TTC until you satisfy the debt owed to the College either by paying all of the funds or making arrangements to carry your balance forward into another term.

#### 60% dates for 2014-15:

- Fall Full - October 30, 2014
- Fall 1 - September 23, 2014
- Fall 2 - November 20, 2014
- Spring Full - March 19, 2015
- Spring 1 - February 11, 2015
- Spring 2 - April 9, 5
- Maymester - May 15, 2015
- Summer Full - July 8, 2015
- Summer 1 - June 12, 2015
- Summer 2 - July 23, 2015

It is very important for you to consider the financial implications of withdrawing from all of your classes or not attending all of your classes prior to the 60% completion date.

#### HOW DO YOU KNOW YOUR STATUS?

As long as you meet SAP, you are in "satisfactory standing." If your status changes, the College sends an email to your [my.tridenttech](mailto:my.tridenttech) student email account after grades are posted for a semester. However, it is ultimately YOUR responsibility to know your FA eligibility status. If you do not understand the SAP, contact the FA/VA office immediately.

#### IMPORTANT REMINDERS

1. You may NOT use FA/VA educational benefits to pay for:
  - Audited courses
  - Credit hours earned through advanced placement or challenge testing
  - Non-credit coursework
  - More than two attempts of ANY course if a passing grade is earned \*
2. You may use FA/VA educational benefits to pay for developmental studies courses that begin with a zero, but only when they are taken within the first 30 hours of courses attempted. These courses will count toward your Standards of Progress (SAP) Course Completion Rate (CCR). Developmental courses that begin with a 0 do not affect SAP GPA calculations. Courses that begin with 1 or 2 do affect SAP GPA calculations.
3. Financial aid does not pay for developmental studies courses (courses that begin with a zero) after the first 30 hours of credits have been taken.
4. VA will only pay for courses taken in person (in the classroom).

\* Contact the VA office, on the Main Campus, for information concerning VA/SCFT course attempts.

**For more information:** See the Financial Aid website topic "How to Keep Your Aid".



## FINANCIAL AID

### Important Things to Know About Satisfactory Academic Progress (SAP) for Financial Aid

#### BASICS:

1. The financial aid year begins with the fall semester and then includes the following spring and summer.
2. Financial aid can be used to pay for only two attempts of any passed course. Contact the TTC VA Office for VA/SCFT course attempts information.
3. A grade of W may help protect your Grade Point Average (GPA).  
A grade of W hurts your Course Completion Rate (CCR) and PACE.  
A grade of F hurts your GPA, your CCR and your PACE.
4. Developmental course work qualifies for financial aid within the first 30 hours of courses attempted. These credits will be counted toward hours attempted and completed but will not affect the term GPA or cumulative GPA.
5. Financial aid can be used to pay for courses taken towards completion of your program of study.

#### YOU are RESPONSIBLE for:

1. Knowing and understanding the financial aid rules and guidelines.
2. Knowing your eligibility status at all times.
3. Successfully completing the Free Application for Federal Student Aid (FAFSA) form to apply for ANY financial aid to include the South Carolina Lottery-Funded Tuition Assistance.
4. Reapplying for financial aid EVERY year by successfully completing a new FAFSA.
5. Completing your certificate, diploma or degree program within 150 percent of the time prescribed for the program. (For more information on the 150% rule speak to your Financial Aid officer)
6. Meeting ALL requirements: the Grade Point Average (GPA), CCR (Course Completion Requirements) measures of the Satisfactory Academic Progress (SAP), and PACE Progression Requirements to stay eligible for financial aid.  
If you do not improve your standing after a warning, your aid eligibility will be suspended.  
There are only two ways to regain your eligibility.
  - a. Complete six hours in a single semester, at your expense, with a semester GPA of 2.0 or better.
  - b. If you feel special circumstances caused you to be placed on probation, you may appeal online to the College's Suspension Appeal Committee and/or be placed on an approved academic plan.

#### For more information:

See the Financial Aid website topic "How to Keep Your Aid"

## PACE PROGRESSION REQUIREMENTS

#### PACE requirements apply to the following types of Federal Financial Aid:

*Pell Grant, Direct Stafford Loan, Supplemental Educational Opportunity Grant (FSEOG), Work-Study (FWS)*

Federal regulations require students receiving financial aid to progress toward completing their program(s) of study. Progression towards completing a program of study is "PACE." Students must successfully complete (with a "C" or higher) at least 67% of coursework attempted in their program(s) of study during an academic year. The academic year sequence is fall, spring and summer semester. The Financial Aid office measures PACE progression at the end of each summer semester. Students who do not meet the minimum requirements of PACE progression will lose eligibility for federal financial aid. There is an appeal process for students who lose federal financial aid eligibility. (See Student Appeals & Complaints, Financial Aid Probation Ineligible in this handbook).

## FINANCIAL AID

### Standards of Satisfactory Academic Progress (SAP)

*The chart below applies to the following types of Financial Aid:*

- Federal**
- Pell Grant
  - Direct Stafford Loan
  - Supplemental Educational Opportunity Grant (FSEOG)
  - Work-Study (FWS)
- SC State**
- National Guard College Assistance Program
  - SC Need Based Grant

Related to	Financial Aid Standing		
	Satisfactory	Warning	Probation Ineligible
<b>Grade Point Average (GPA)</b>	Current term GPA is at least 2.0 <b>AND</b> You were not on Suspension for your most recent prior semester	The first semester your current term GPA is below 2.0 after being in Satisfactory Standing <b>AND</b> You were not on Probation Ineligible for your most recent prior semester	The third consecutive semester your current term GPA is below 2.0 <b>AND</b> Your cumulative GPA is below 2.0
<b>Course Completion Rate (CCR)</b>	<b>AND</b> During your current term you earned a "D" or better in: At least 9 credit hrs. (if you attempted 12 or more hrs) At least 6 hours (if you attempted 6 to 11 hrs) All hours (if you attempted less than 6 hrs) <b>AND</b> You were not on Probation Ineligible for your most recent prior semester	<b>OR</b> The first semester you do not complete the required number of hours <b>AND</b> You were not on Probation for your most recent prior semester	<b>OR</b> The second consecutive semester you do not complete the required number of hours
<b>Special Notes or Cautions</b>	<ul style="list-style-type: none"> <li>• If your Financial Aid standing is "Probation Ineligible" due to either GPA or CCR, you are not eligible to receive funds from any of these programs.</li> <li>• The timeframe to complete your program must be no longer than 150% of the published length of the educational program.</li> </ul>		

#### Once you are on "Probation," there are two ways to get back to "Satisfactory":

**Option A** – While you are on Probation Ineligible, you may enroll in at least six (6) credit hours during any semester and pay your tuition and fees out-of-pocket. The six (6) credit hours must be taken within the same semester and you must earn a minimum of a 2.0 GPA.

**Option B** – If special circumstances (death in the immediate family, illness, etc.) caused you to be placed on Probation Ineligible, you may appeal to TTC's Academic and Financial Aid Appeals Committee. Your appeal must be submitted with any supporting documentation regarding special circumstances, by 12:00 midnight on the day before Registration Day. Documentation is due by 5:00pm on Registration Day. If the committee denies your appeal, then you may still attempt to regain your FA eligibility through using Option A or through an approved academic plan.\*

## FINANCIAL AID

### Standards of Satisfactory Academic Progress (SAP)

Chart below applies to South Carolina LIFE Scholarship:

Related to	Financial Aid Standing	
	Good Standing	Suspension
<b>Grade Point Average (GPA)</b>	You are subject to the College's Academic Standing requirements. <b>AND</b> Your cumulative GPA is 3.0 or greater	You are on Academic Suspension <b>OR</b> Your cumulative GPA is lower than 3.0
<b>Courses</b>	<b>AND</b> You complete 30 credit hours per academic year	<b>AND/OR</b> You have failed to complete 30 credit hours in the academic year.
<b>Special Notes or Cautions</b>	<ul style="list-style-type: none"> <li>For GPA – both "Ds" and "Fs" hurt you. A "W" does not, BUT A course in which you earn a "W" does NOT count towards your 30 credit hour completion requirement.</li> <li><b>Renewal for LIFE Scholarships is determined at the end of each summer semester. You have fall, spring and summer to earn the required 30 hours and a cumulative GPA of 3.0 or greater(cumulative from all colleges attended.)</b></li> </ul>	

Chart below applies to South Carolina Lottery Tuition Assistance Program:

Related to	Financial Aid Standing	
	Good Standing	Suspension
<b>Grade Point Average (GPA)</b>	Until you have attempted 24 credit hours, you are subject only to the College's Academic Standing requirements. You are in FA Good Standing for LTA unless you are on Academic Suspension.	You are on Academic Suspension <b>OR</b> You have attempted 24 credit hours and your cumulative GPA is less than 2.0
<b>Attempted Hours Requirement</b>		
<b>Special Notes or Cautions</b>	<ul style="list-style-type: none"> <li>These requirements do not begin until after you have attempted 24 credit hours of course work.</li> <li>For GPA – both "Ds" and "Fs" hurt you. A "W" does not.</li> <li>GPA is checked at the end of the summer semester.</li> </ul>	

**Once you are on "Unsatisfactory," there is only one way to get back to "Satisfactory":**

If at the end of the summer semester, you have attempted 24 or more credit hours and your cumulative GPA is less than 2.0, then you will not receive the Lottery Tuition Assistance until the beginning of the next academic year if your cumulative GPA is 2.0 or higher. For example, if at the end of Summer 2014 your cumulative GPA is 1.9 with 25 hours attempted, you will not be considered for LTAP eligibility until Fall 2015.

**NOTE:** SAP rules stated are effective through Summer semester 2014. See [www.tridenttech.edu](http://www.tridenttech.edu) for eligibility rules beginning Fall semester 2014.

## FINANCIAL AID

### Standards of Satisfactory Academic Progress (SAP)

The chart below applies to the following types of Financial Aid:

- **South Carolina** - Free Tuition for children of policemen, firemen or other emergency services personnel
- **Trident Technical College** - Institutional Work Study
- **Veterans Assistance**
  - VA Educational Benefits
  - VA Free Tuition for Children of Certain War Veterans
- **TTC & Other Scholarships**
- **Tuition Assistance**
- **Programs – Active Duty Military**
- **Other**

Related to	Financial Aid Standing	
	Good Standing	Suspension
<b>Grade Point Average (GPA)</b>	You are subject to the College's Academic Standing requirements. You are in Financial Aid Good Standing unless you are on Academic Suspension	You are on Academic Suspension <b>OR</b> You have failed to meet one or more of the GPA requirements called for by your scholarship or branch of service.
<b>Other Requirements</b>	<b>AND</b> You are meeting the GPA requirements established by your particular scholarship, state award, institutional award, VA criteria or branch of service.	
<b>Special Notes or Cautions</b>	<ul style="list-style-type: none"> <li>For GPA – both "Ds" and "Fs" hurt you. A "W" does not.</li> <li>TTC and other scholarships as well as the various military branches' tuition assistance programs usually have other conditions and requirements in addition to GPA.</li> </ul>	

## Veterans Assistance

### Enrollment Opportunities for Veterans, Veterans Dependents and Service Personnel

TTC is a fully accredited institution of higher learning certified to process claims for veterans, and spouses and children of deceased or 100 percent disabled veterans with the Department of Veterans Affairs and the state of South Carolina. TTC is also designated a Servicemembers Opportunity College (SOC) by the Department of Defense, the American Council on Education (ACE) and the American Association of Community Colleges. TTC is also a participating member of the SOCMAR (Navy), SOCMAR (Marines) and SOCAD (Army) programs. Information about all SOC programs is available at your Military Education office. As a SOC institution, TTC is committed to assisting veterans, eligible spouses and dependent children, and active duty personnel to meet their educational needs.

TTC has full time Veterans Assistance offices (VA) located on the Main Campus, the Berkeley campus and the Palmer Campus. The TTC VA office is staffed with TTC employees that coordinate college services and provide information, referrals and assistance to veteran students, reservists, active duty personnel and eligible dependents of veterans with admission, educational and vocational counseling, financial aid and other needs that affect educational progress.

### Applying for Benefits

All programs of study in the TTC's academic catalog are approved for VA educational benefits. Once you have applied to the College and been accepted in an approved program of study contact the TTC VA office. The TTC VA office personnel will assist you in obtaining the appropriate application and guidance in completing the application process. Each semester you must submit a copy of your course schedule to the TTC VA Office. The Department of Veterans Affairs may take 30 to 45 days to complete the processing of an initial application. If you have not received an award or acknowledgement letter from the Department of Veterans Affairs within 45 days or if you have specific questions concerning the status of your claim or release dates of checks,

call the Department of Veterans Affairs at 1.888.442.4551 or e-mail them by visiting <http://www.gibill.va.gov/> and click on Ask a Question. Your enrollment to the Department of Veterans Affairs will not be certified for benefits without your course schedule. It is to your advantage to submit your schedule as soon as possible. Submitting your schedule during the first week of the semester/term or the week of a scheduled purge is an extremely busy time. Schedules submitted during these times will be processed for certification on a first come first serve basis.

Students receiving veteran's educational benefits may also qualify for other financial aid beyond military educational benefits. Students are encouraged to apply by completing the Free Application for Federal Student Aid at [www.fafsa.gov](http://www.fafsa.gov).

### Transfer Credit

The VA requires the College to adhere to provisions set forth in accordance with Section 21.4253 b (3) and 21.4258 a (7) of Title 38, US code of Federal Regulations regarding prior credit evaluations. Students receiving veteran's educational benefits must submit their military and/or college transcripts to the TTC Admissions office no later than the end of the second semester of enrollment at TTC. TTC's VA office will process enrollment certifications to the Department of Veterans Affairs for only two semesters pending prior credit evaluations. The VA will not pay you to repeat any course(s) for which you receive transfer credit(s).

### VA Educational Benefit Programs

- Post-9/11 GI Bill – Chapter 33
- Montgomery GI Bill – Active Duty Educational Assistance Program – Chapter 30
- Vocational Rehabilitation and Employment Vet Success – Chapter 31
- Post-Vietnam Era Educational Assistance Program – Chapter 32
- Survivors' and Dependents' Educational Assistance – Chapter 35
- Montgomery GI Bill – Selected Reserve Educational Assistance Program – Chapter 1606
- Reserve Educational Assistance Program (REAP) – Chapter 1607

For more detailed information on the Veterans Educational Assistance Programs, contact the U.S. Department of Veterans

Affairs at 1.888.442.4551 or visit the Web site at <http://www.gibill.va.gov/>

### Free Tuition for Certain Veterans' Children

This program provides free tuition for children of certain war veterans attending South Carolina state supported colleges and universities as well as state supported post high school technical education institutions. Certain residency requirements apply. Contact the TTC Veterans Assistance office or call the State Office of Veterans' Affairs at 803.647.2434 for questions or to apply.

### Other Resources for Dependents

Educational loans and scholarships may be available through Army Relief, Navy Relief and Air Force Aid Society for qualified children or spouses of active duty servicepersons, servicepersons who died while on active duty or retired status, or veterans on retired status.

### General Information

The federal, state or private agency administering the educational assistance programs has sole responsibility for determining eligibility and awarding benefits. Federal or state legislation reserves the right to change, without notice, any programs and guidelines for eligibility.

### VA Work-Study Program

While using your VA educational benefits, you may be eligible for an additional allowance under a work-study program, if you're training at the three-quarter or full-time rate. Payments will be at the Federal or State minimum wage, whichever is greater. For more information on applying and available positions contact the TTC VA Office.

### Tutorial Assistance

VA students may receive a special allowance for individual tutoring if they attend school at one-half time or more. To qualify, you must have a deficiency in a subject, making the tutoring necessary. The school must certify the need for tutoring, the tutor's qualifications and the hours of tutoring. Students receiving benefits solely under the S.C. State Free Tuition program are not eligible for the tutorial reimbursement. Additional information

is available at TTC's Veterans Assistance office.

### Payment of Benefits

VA educational payments are paid directly to the student in accordance with federal regulations. The amount of assistance received is based on rate of attendance (i.e., full time, three-quarter time, and half time) and the type of VA benefits for which the student is eligible. Direct deposit of educational checks is available for all VA educational programs.

### Payment of Tuition

Eligible students, except for those attending under Vocational Rehabilitation and Employment Vet Success – Chapter 31 and Post-9/11 GI Bill – Chapter 33, are responsible for paying their tuition, fees, expenses and instructional fees by the published dates in the TTC *On Course*. New students or students reentering after an interval of thirty days or longer may be eligible to request advance payment to help meet college related expenses. Contact the TTC VA office to request advance payment. The process to request advance payment requires submittal to the VA no later than forty-five days before semester registration to allow sufficient time for processing. Chapter 33 students are not eligible for advance pay.

### VA Refund Policy

Trident Technical College issues full or partial refunds according to the refund periods published each semester in the master schedule of classes and public college calendars.

### Summer Semester and Accelerated Terms

The Department of Veterans Affairs determines the payment of benefits for summer semester or any accelerated terms by calculating the number of whole weeks in the semester/term and the number of credit hours of enrollment for that semester/term. These type payment calculations apply for Chapters 30, 31, 32, 35, 106, 1607 only. Contact the Department of Veterans Affairs if you have questions concerning your benefit calculation for summer semester and accelerated terms.

TTC certifies enrollments to the VA based on the beginning and ending date of the courses. This includes courses in all term types.

## VA Certification for Online Courses

In order to meet VA certification requirements for off-campus courses such as practicums, internships/externships and residencies, as well as courses offered via the Internet or other modes of distance learning, TTC acknowledges that these courses are part of the College's approved curriculum, are directly supervised by the College, are measured in the same unit as other courses, are required for graduation, and are part of a program of study approved by the State Approving Agency. The College requires that the faculty teaching these courses use a grading system similar to the grading system used in resident courses and include statements in the course syllabus that indicate that appropriate assignments are needed for the completion of the course and that the student is expected to demonstrate, at least once a week, active involvement in the class. Examples of activities that can be used to demonstrate this involvement include, but are not limited to, the following: posting/receiving e-mails, participating in online class discussions and class chat rooms, and completing and submitting course assignments. Further, TTC requires that these courses have schedules of time for training and instruction which demonstrate that students shall spend at least as much time in preparation, instruction and training as is normally required by the College for its resident courses.

## Receiving VA Benefits

As a student receiving VA educational benefits, you may receive benefits only for those courses that are required for graduation in your major. In addition the VA will not pay for audited courses or courses for which you have received transfer credit or received a passing grade.

## Hybrid and Online Remedial and Deficiency (Bridge) Courses

Remedial and deficiency (bridge) courses may be approved for certification **only** if they are offered **totally** through scheduled class meetings with enough class sessions to support the credits being pursued and contain **no** online or independent study elements.

## Repeat Course Policy

Students receiving VA educational benefits will not be certified for a remedial course on a third attempt when the grade of "U" has been earned. Students receiving the S.C. State Free Tuition program will not have tuition waived for a remedial course on a third attempt when the grade of "U" has been earned.

## Standards of Academic Progress

Students receiving VA educational benefits and students receiving the S.C. State Free Tuition program must maintain satisfactory academic progress according to the standards established and enforced by the college. Failure to maintain satisfactory academic progress will result in termination of VA benefits.

## Student's Responsibilities

Students receiving VA educational benefits are responsible for reporting any change in program, address, telephone number, or class schedule to the TTC VA office.

- Students are required to submit a copy of their class schedule and register with the TTC VA office each semester/term to have their enrollment information submitted to the Department of Veterans Affairs. Your enrollment to the Department of Veterans Affairs will not be certified for benefits without your course schedule. It is to your advantage to submit your schedule as soon as possible. Submitting your schedule during the first week of the semester or the week of a scheduled purge is an extremely busy time. Schedules submitted during these times will be submitted for certification on a first come first serve basis.
- Students must immediately notify the TTC VA office of any changes that may affect their pay status. Students who withdraw from a class or classes are subject to having the amount of their award recalculated by the Department of Veterans Affairs and may be required to repay any unauthorized amounts received. If you drop a class or classes or completely withdraw from school, you are required to complete an official withdrawal form. The form must be completed and also include the instructor's signature and last date of attendance in the class. The withdrawal form must be submitted to the Registrar's office for processing as well as a copy of the form submitted to the TTC VA Office.
- If withdrawal is due to call to active duty, submit a copy of the active duty orders to the TTC VA office and a copy to the TTC Registrars office.
- If your class schedule is purged for non-payment of tuition, your enrollment to the VA will not be processed until your courses are reinstated. You must bring your reinstated class schedule to the TTC VA office and request your enrollment certification to be submitted to the VA.
- If you change your major, you must complete a Student Major Update form and bring a copy of this form to the TTC VA office when processed. The form can be obtained online at [http://www.tridenttech.edu/Registrar\\_2427.htm](http://www.tridenttech.edu/Registrar_2427.htm) or in-person at the Registrar's office, Main Campus.

## Prior Credits Earned

If you have previously attended other colleges, you must request official copies of your military and college transcripts to be submitted to the TTC Admissions Office. Your enrollment will be certified to the VA for only two semesters without the receipt of your official transcripts. It is your responsibility to check with the TTC Registrar's office to ensure that your transcripts have been received and a prior credit evaluation for the program in which you are enrolled has been completed. A prior credit evaluation also applies when you change your major while enrolled at TTC. It is your responsibility to meet with your advisor or the department head to have prior credits reviewed for application to your new major. Again your enrollment certification to the VA will be certified for only two semesters pending prior credit evaluation.

## VA Work-study

Students enrolled in three-quarter or full time attendance are eligible to apply for a VA work-study job. Applications can be obtained from the TTC Veterans Assistance office.

## Activated Student Reservists

Students currently attending college that have been called to active duty must notify the TTC Veterans Assistance office. Information and procedures to follow are outlined at <http://www.soc.aascu.org/scoguard/ActMobil.htm>.



## Servicemembers Opportunity College

TTC is a member of the Servicemembers Opportunity Colleges (SOC) Consortium and the SOC Degree Network System. If you are active duty personnel or a dependent of active duty personnel and have declared a major in a program of study at TTC, you are eligible for a Servicemember's Opportunity College Student Agreement. The Student Agreement gives you a degree plan that shows the courses and other requirements needed to complete your program. The Student Agreement is a contract-for-degree made by the College with you. This agreement is your guarantee that you will receive a degree from TTC when all requirements for the degree are completed. Eight TTC programs are available through the Navy Distance Learning Program.

To receive a Student Agreement for SOC, contact the Registrar's office at Main Campus in the Student Center, Building 410. You must complete a minimum of 25 percent of your major program of study curriculum at TTC. If you transfer to other locations, refer to the SOC Handbook to identify courses from other colleges that can be used to completed your degree.

### SERVICEMEMBERS OPPORTUNITY COLLEGES CONSORTIUM

Servicemembers Opportunity Colleges (SOC), established in 1972, is a consortium of national higher education associations and more than 1,900 institutional members. SOC Consortium institutional members subscribe to principles and criteria to ensure that quality academic programs are available to military students, their family members, civilian employees of the Department of Defense (DoD) and Coast Guard, and veterans.

A list of current SOC Consortium member institutions can be found on the SOC Web site at <<http://www.soc.aascu.org/>>.

### SOC DEGREE NETWORK SYSTEM

The SOC Degree Network System (DNS) consists of a subset of SOC Consortium member institutions selected by the military Services to deliver specific associate and bachelor's degree programs to servicemembers and their families. Institutional members of the SOC DNS agree to special requirements and obligations that provide military students, their spouses and college-age children with opportunities to complete college degrees without suffering loss of academic credit due to changes of duty station.

SOC operates the 2- and 4-year Degree Network System for the Army (SOCAD), Navy (SOCNAV), Marine Corps (SOCMAR), and Coast Guard (SOCCOAST). Refer to the SOC Degree Network System-2 and -4 Handbooks to view Associate and Bachelor's degree programs, location offerings, and college information. An electronic version of the Handbook is posted on the SOC Web site, <<http://www.soc.aascu.org/>>, on the SOCAD, SOCNAV, SOCMAR, and SOCCOAST home pages under "Publications."

## The Registration Process

### In-Person Registration

The following students MUST register in person: new students, students with undecided majors, high school students, and students on academic suspension or returning from academic suspension.

### Online Registration

All students not required to register in-person are eligible to register online.

### New Students

1. Apply for admission to TTC, meet admission requirements and receive your acceptance letter.
2. Attend orientation.
3. Contact your academic advisor to set up an appointment for advisement and to register for classes. Orientation Services assigns your academic advisor's name and will provide it to you during orientation. If you are unable to contact your academic advisor, someone in your degree program department can assist you.
4. Take a Registration form to the appointment.
5. Register during Priority Registration for the best schedule.

Note: Review course list for class offerings prior to academic advisor appointment.

### Returning Students

**If you have completed credit courses at TTC within the last three semesters,** register during Priority Registration, if eligible.

**If you have not completed credit courses at TTC within the last three semesters,** follow these steps:

1. Complete a Student Re-Admit form and submit the form to the Registrar's office on Main Campus or the Admissions offices at the other campuses.
2. Contact your academic advisor to set up an appointment for advisement and to register.
3. Register during Priority Registration, if eligible.

### Nondegree Students

If you are not seeking a certificate, diploma or degree and do not have an assigned advisor:

- Register during Priority Registration for the best schedule.
- or-
- Register in the Orientation Centers on any campus or at the Registrar's office on Main Campus.

Note: Review the course listing for class offerings prior to going to the Orientation Centers or the Registrar's office and complete a Registration form with requested courses.

### Registration for Undecided Students

Counselors in Counseling and Career Services at Main Campus and the Student Success Centers at Palmer and Berkeley Campuses advise and register undecided students.

**For additional information, see**  
**[www.tridenttech.edu/registrar.htm](http://www.tridenttech.edu/registrar.htm).**

### Prerequisites

A prerequisite is either a completed course or specified test scores needed to enroll in a specific course. TTC's computer system will automatically block your registration when a prerequisite course and/or placement test score is required for enrollment in the course if your TTC records do not indicate that you have met the prerequisites.

If prerequisites are not included in your TTC record but you have evidence of meeting required prerequisites (transcripts, grade sheets, or qualifying test scores), you may contact the academic department head to request departmental approval to take the course. (See Registration - Helpful Tips)



## Auditing Courses

If you do not wish to receive a grade or college credit or take final exams, you may register as an audit student. You cannot change your status from audit to credit or from credit to audit after the drop/add period. If you are an audit student, you must pay full tuition for courses. You may audit an individual course only one time. Exceptions must be submitted for approval to the Vice President for Academic Affairs. Some courses are ineligible to be audited. Contact the appropriate academic department head or dean for more information. You must get departmental approval to audit courses with prerequisite or corequisite courses or skill requirements if your TTC records do not show that you have met the prerequisites or other requirements. You may be asked to provide evidence of prerequisites or skill requirements such as transcripts, grade reports or test scores.

You will not be eligible for FA/VA and Financial Aid and VA benefits will NOT pay for audit courses.

## Credit by Examination

TTC offers students enrolled in credit courses the option to exempt some courses through Credit by Examination. However, because of articulation agreements or the nature of the course, some courses cannot be challenged. Each academic department, working within the framework of the overall College policy, has established procedures for Credit by Examination. If you are interested, contact the appropriate department head or dean for those procedures.

A nonrefundable fee is charged for administering each written examination. A student enrolled in a course may not take a Credit by Examination test for that course after the drop/add period or if a grade has been earned, including a withdrawal. The only exception is the student who audits a course. A Credit by Examination test may be taken only once. To receive credit, you must earn a minimum grade of C. Credit hours awarded through Credit by Exam must not exceed 25 percent of your total curriculum hours. Credits earned through Credit by Examination are not included in your grade point average.

## Course Cancellations

You are entitled to a 100 percent refund of tuition for any courses you registered for that are canceled by the College. If you choose to add another course in place of the canceled course, follow the drop/add process and contact the Business office to determine any increase or decrease in tuition.

## Drop / Add

If you want to change your class schedule **BEFORE the end of the published drop/add period for the semester**, initiating the change is your responsibility. There are two ways to drop and/or add a class:

- Process the drop/add change to your class schedule in your TTC Express account on the my.tridenttech.edu student portal.
- Complete the paperwork to drop or add courses with the Registrar's office on Main Campus or the Admissions offices at any of the other campuses.

**Drop/Add dates and deadlines** are published in the *Student Handbook* planning calendar, the current *College Catalog* and in the *On Course* schedule of courses. Courses may not be added or sections changed after the drop/add period.

**Refunds for canceled courses or dropped courses** during the College's published refund period are processed and mailed to you within three to four weeks after the drop/add period. You will forfeit a tuition refund unless you officially drop during the refund period as outlined in *On Course*.

If you decide to add or change a course, it is essential that you follow the drop/add procedures and deadlines.

**NOTE:** You will not be able to add a course once the course has already met and you cannot add an online course after 6:30 a.m. on the first day of the term

Failure to attend courses does not constitute proper procedure for dropping or withdrawing from courses. An F will be assigned if you do not officially drop/withdraw from your course.

**NOTE:** Any balance due on your account must be paid by the published payment deadline or the College will drop you from your courses.

## Withdrawal Policy

### Withdrawal from Courses

if you are unable to complete a course **AFTER the published drop/add period for the semester is past**, you can withdraw from the course.

The **last day to withdraw from a course** is published in the academic calendar. If a course is scheduled outside of published semester dates, the last day to withdraw will be the date at which the course is 75 percent complete.

There are two ways you can withdraw from a course:

- Withdraw in the my.tridenttech.edu student portal using TTC Express>Registration>Register, Drop and Withdraw Sections.
- Process the withdrawal in the Registrar's office at the Main Campus or the Admissions office at any other TTC campuses.

**TTC prorates refunds** according to the College's refund policy during the established refund period.

**You will receive a grade of W** in courses when you withdraw after the drop/add period and before or on the last day to withdraw for the semester. This grade will not affect your GPA but may affect your financial aid eligibility for future semesters. If you are receiving federal student aid Title IV funds, you need to discuss course withdrawals and your financial aid status with a member of the Financial Aid staff *before* you withdraw.

**If you stop attending a course but do not officially withdraw from the course, you may receive a grade of F on your permanent academic record.** A decision not to attend a course does not constitute a withdrawal from it. If you stop attending classes without officially withdrawing, you potentially risk harming your academic record with a failing grade. The withdrawal policy for some academic programs is more restrictive and applies to students in those programs. In addition, your financial aid could be impacted and require you to repay financial aid you received.

**TTC students receiving financial aid should contact the Financial Aid/VA office before withdrawing from class.**

## Veterans Withdrawal Policy

TTC requires veteran students who withdraw from a course to obtain the last date of attendance from the instructor for inclusion on the withdrawal form before submitting the form to the Registrar's office for processing. VA students must submit a copy of the processed withdrawal form to the TTC Veterans Assistance office. Veteran students who withdraw from class(es) need to contact the TTC Veterans Assistance office to discuss your award status and the VA policy on withdrawals.

### Late withdrawal procedure

If you miss the last day to withdraw from a class, you must contact your academic dean for an appeal to be allowed to withdraw late. You may submit this appeal form no later than the end of the second semester after the semester in which the grade you wish to change was assigned.

An appeal for late course withdrawal will be considered only for circumstances that made it impossible for you to withdraw by the published last date to withdraw.

You may submit the Appeal for Late Course Withdrawal in writing or by fax to your academic dean along with the required written justification and supporting documentation. The form is available online at <http://www.tridenttech.edu/AppealforLateWithdrawal.pdf>

### Never Attended Policy

To comply with federal regulations, all faculty must report students who have never attended their classes.

Students who register for a course, but faculty report as never attending the course, are dropped from the course at the beginning of the semester.

For detail on this policy see TTC Policy 16-6-2 Never Attended published online at: [http://www.tridenttech.edu/4950\\_8632.htm](http://www.tridenttech.edu/4950_8632.htm)

## Student Records

The Registrar's office is responsible for maintaining student records, including the registration process, student grades, grade point average calculations, academic honors, standards of progress for academic standing, transcript evaluation, student transcripts, graduation applications and conferral of degrees.

You can view your student records online in your TTC Express account on the my.tridenttech.edu student portal.

### Attendance Requirements

Before attending classes, you must meet all prerequisites and officially register for all courses. Prompt and regular attendance is your responsibility. You are responsible for all material covered and all assignments made in class. Any time you are absent from a class, laboratory or other scheduled class events, it is your responsibility to make satisfactory arrangements for any make-up work if permitted by the instructor.

An absence is defined as nonattendance for any reason, including illness, emergency or official leave. If you arrive late or leave before the instructor dismisses class, you may also be considered absent. All class sessions are important. Any time you miss a class, you risk earning a failing grade.

If you quit attending a course and do not officially withdraw by the withdrawal date for the course, you will earn a grade of F or U. The instructor cannot assign a grade of W. If you receive financial aid or veterans' benefits, funds may be revised as a result of any changes in course schedule.

### INTERNATIONAL STUDENT ATTENDANCE POLICY

Trident Technical College is required by federal regulations to track and report changes in an international student's enrollment or attendance during the semester. Faculty are required to notify the Admissions office when an international student stops attending a traditional class or stops active involvement in a distance learning class for more than two weeks. The College's International Students Admissions Coordinator will notify the Department of U.S. Citizenship and Immigration Services when an international student has ceased attendance or changed enrollment status during the semester.

## Change of Student Information

The information you submitted on your original admission application remains up-to-date unless you notify the Registrar's office of any changes. Failure to report address changes causes delays in receiving important correspondence. To change any personal information or program of study, you must complete the appropriate forms in the Registrar's office.

You can update your address online in my.tridenttech.edu using TTC Express>Academic Profile>My Profile.

### Change of Major

You may change your major at any time if you meet the academic qualifications for the program. If you decide to change your major, submit the request to the Registrar's office online through my.tridenttech.edu>TTC Express>Academic Profile>Student Change of Major. or print a paper copy of the form from TTC website > Current Students > Registrar's Office > Forms to submit to the Registrar's Office on Main Campus or the Admissions office at any other TTC campus prior to registration. The Orientation Center will assign a new academic advisor based on your new major. All changes submitted during the drop/add period will be effective that semester. Changes submitted after the drop/add period will be effective the next semester. If you receive veterans educational benefits and change your major, you must provide TTC's VA office with a copy of the Student Major Update form that you submitted to the Registrar's office.

### Dual Major

You can declare a dual major if you meet the admission requirements for the academic programs being requested. Admission requirements for a dual major may require proof of high school graduation or GED and/or qualifying test scores on the SAT, ACT, or TTC Placement Test. No academic grade point average restrictions exist for current students requesting a dual major. Dual majors are permissible in more than one academic division when the student meets admission requirements for each academic program.

**To declare a dual major**, you must complete a Student Major Update form and submit it to the Registrar's office at Main Campus or at the Admissions office at any

other TTC campus. Student major updates submitted prior to or during drop/add week of the current semester are effective in the current semester. Student Major Update forms submitted after Drop/Add period are effective for the next semester.

## Release of Student Records

### TRANSCRIPTS

The Registrar's office issues student transcripts. The Family Educational Rights and Privacy Act of 1974 (FERPA), known as the Buckley Amendment, requires students to sign individual release forms for each company, school or individual that you request to receive your transcript.

Official transcripts can be issued by the College to outside agencies as indicated by the student on the Transcript Request form. Official transcripts issued to students will not be official if the seal is broken. Please allow 3-5 working days for your request to be processed. Unofficial copies of transcripts can be obtained through TTC Express.

### ENROLLMENT VERIFICATION CERTIFICATES

To obtain your Enrollment Verification Certificate, log in to the my.tridenttech.edu student portal and select TTC Express for Credit Students>Academic Profile>Online Transcripts/Enrollment Verification/Enrollment Verification. You can request a certificate for your current enrollment or for your entire history with Trident Technical College. Current enrollment certificates are available after the end of Full Term Drop/Add.

Parents of post secondary level students have no inherent rights to view a student's education records according to federal FERPA regulations. Parents may receive student records information only under the following circumstances:

- By written consent of the student
- In compliance with a subpoena
- By parents submitting evidence that the student is declared as a dependent on their most recent Federal Income Tax form (IRS Code of 1954, Section 152).

Parents or guardians of dependent students may access dependent student records by completing a request form and providing appropriate documentation to verify the dependent status of the student to the office of the Vice President for Student Services.

In accordance with FERPA, Trident Technical College may publish the following designated student directory information about individual students: the student's name, address, telephone listing, date and place of birth, major field of study, participation in officially recognized activities, dates of attendance, degrees and awards received, and the most recent previous educational agency or institution attended by the student. Students wishing to restrict publication of their student directory information must notify the Registrar's office in writing. Procedures for protecting the FERPA rights of each student are available in the Registrar's office, the Vice President for Student Services office, and in TTC policies and procedures posted on the College's web site. Contact the Registrar's office or the Vice President for Student Services office with any questions concerning the Family Educational Rights and Privacy Act.

## Coursework Taken Elsewhere

**Cross-Registration:** As a degree seeking student at TTC, you may cross-register during the Fall or Spring semesters at one of the following host institutions: Charleston Southern University, The Citadel, the College of Charleston or the Medical University of South Carolina. As a cross-registration student, you may register on a space-available basis at the host institution during their registration period. You must meet with your academic advisor to obtain the proper paperwork and the approval of your academic dean.

**Transient Student:** As a degree seeking student at TTC, you may be a transient student at another host institution that does not participate in cross-registration with TTC with the approval of your academic advisor and academic dean. To initiate the process, you must request permission to take coursework elsewhere from your academic advisor. Upon approval, your academic dean will send an email to the Registrar's office containing the following information:

- Your name
- Your student ID number
- The name of host institution
- The term of enrollment
- The course name; number of credits
- The course equivalency for transfer back to TTC

The Registrar's office will create a transient letter. You must specify whether you will

## STUDENT RECORDS

pick up or request it to be mailed, faxed or emailed to the host institution.

The Registrar's office expects the academic dean to contact the respective areas for a transfer equivalency. If a transfer equivalency is not provided, the course will be reviewed for transfer eligibility after the Registrar's office receives the official transcript from the host institution.

### Registration – Helpful Tips

- **To complete an associate degree in two years**, you must register for at least 15 semester credit hours per semester. Some programs require more than 15 semester credit hours per semester.
- **The earlier you register, the better chance you have of getting the classes you want at the times you need.** Make an appointment with your academic advisor. Orientation Services assigns your academic advisor. Academic advisors' phone numbers are listed in *On Course*, and academic advisors' office hours are posted on their office doors. You also can check My Profile at my.tridenttech.edu> TTC Express for Credit Students>Academic Profile>My Profile for your academic advisor.
- Your academic advisor will assist you in scheduling your classes and checking for **prerequisites and corequisites**. You also can check the course descriptions in the TTC Catalog to find out what prerequisites or corequisites are required for a course.
- **If you do not meet corequisite or prerequisite requirements for a course, you cannot register for the course unless you receive approval from the appropriate academic department.** Only faculty can override and/or approve enrollment through course overrides in the College's computer system.
- **Check your schedule on TTC Express immediately after registering to confirm days, times, courses and campus locations.** Correct any errors immediately while the sections you have selected are still available.

- **Deadlines for paying tuition** also are listed in *On Course*. If you miss tuition and fee payment deadlines, TTC will remove all your classes. The College cancels courses if too few students enroll. If one of your courses is canceled, TTC will notify you in your student email account so you can add another section or course during the drop/add period.
- **Once you pay tuition and fees**, you must obtain a student identification card or update sticker from Student Activities.
- **If you register and then decide to change the times and/or days of a course, you must select a different section of the same course.** Course section numbers appear in the online registration system in the student portal at my.tridenttech.edu>TTC Express for Credit Students>Registration.
- Check your schedule using TTC Express for changes or cancellations of classes.

## STUDENT RECORDS

### Grading System

You may view your grades online at in the student portal at my.tridenttech.edu>TTC Express for Credit Students>Academic Profile>Grades. The Registrar's office is responsible for grade processing and releasing grades.

#### Unit of Credit

The semester credit hour is the system of credit that TTC uses.

Grade Point Averages (GPAs) are not rounded.

#### Calculating GPA

The words grade, point and average give you a clue as to how you calculate your GPA. First you have to determine your grade points, and then you take an average. Every letter grade has a numerical value assigned to it: A=4; B=3; C=2; D=1; F=0.

To find out your grade points for a class you have taken, multiply the numerical value of your letter grade by the credit hours assigned to the course. Example: you took English 101, which is three credit hours, and you earned a C in the course (Remember, C=2). Just multiply 2 (for the C) x 3 (credit hours). That is,  $2 \times 3 = 6$ . So, for this class, you have six grade points. Now calculate the grade points for each class using the example below:

Course	Credit Hours	Grade	Grade Value	Grade Points
ENG-101	3	C	2	$3 \times 2 = 6$
CHM-110	4	A	4	$4 \times 4 = 16$
PSY-201	3	B	3	$3 \times 3 = 9$
Total Credits	10	Tot. Grade Points		31

Once you have calculated your grade points you can compute the average. To compute the grade point average:

1. Total your grade points by adding the grade points from each class:  $6+16+9=31$
2. Total the number of credits attempted:  $3+4+3=10$
3. Divide the total grade points by the total number of credits:  $31 \text{ divided by } 10 = 3.1$

The grade point average, or GPA, in this case is 3.1.

Grade System Chart					
Numerical Scale	Letter Grade	Grade	Used in GPA Calculations	Earns Credit Hours	Grade Points Carried ---- Each Credit Hour
91-100	A	Excellent	Yes	Yes	4
81-90	B	Above Average	Yes	Yes	3
71-80	C	Average	Yes	Yes	2
65-70	D	Below Average	Yes	Yes	1
Below 65	F	Failure	Yes	No	0
	I	Incomplete*	No	No	0
	W	Withdrawn	No	No	0
	SC	Satisfactory Completion	No	Yes	0
	U	Unsatisfactory	No	No	0
	AU	Audit	No	No	0

\*Defaults to F (or U, if applicable) automatically after midterm of the next semester, unless work is completed and grade is assigned by the instructor.

## Repeated Courses

If you repeat a course to attain a higher grade point average, the original grade will remain on your academic record and your transcript. However, the highest grade obtained for that course calculates into your grade point average.

Students receiving VA benefits, see "Repeat Course Policy for VA Students and SC State Free Tuition Students" in the VA Assistance section of this handbook.

## Grade Changes

To request a change of grade in any course, contact the instructor who originally assigned the grade. You must request any grade change within two semesters after the semester your instructor assigned the grade.

## Incomplete Grades

Requirements for an Incomplete (I) grade must be completed by midterm of the next semester. You will receive a grade of (F) or (U) for an (I) that is not changed by the appropriate date. The appropriate faculty member must submit requests for a change of grade other than Incomplete to the Registrar's office within one to two semesters following the semester when you earned the grade.

## Academic Honors

To obtain Dean's List status from the academic dean in your program of study, you must meet the following requirements:

- Declare a major;
- Take a minimum course load of 12 credit hours for the full-time dean's list or a minimum course load of six credit hours for the part-time Dean's List;
- Earn a current semester grade point average (GPA) of 3.50 or above;
- Receive no course grade lower than a C during the semester. A grade of D, F or I during the semester disqualifies you from the Dean's List. A designation of Audit (AU) or Satisfactory Completion (SC) does not affect inclusion on the Dean's List, as long as your remaining course load meets or exceeds the minimum hours required.

## Academic Standing

Students who are unable to achieve passing grades for a semester will be subject to meeting the requirements of the College's academic action which includes a warning and probation period followed by academic suspension for a semester when academic standards are not met:

### Academic good standing

Academic good standing occurs when your current term GPA is at least 2.0 or higher, and your last academic standing was not academic suspension.

### Academic warning

Academic warning occurs when your current semester GPA is below 2.00. If you are on warning, you will receive a letter explaining the College's academic warning/academic standing policy and advising you that you will be placed on academic probation if your term GPA is below 2.00 for a second consecutive term.

### Academic probation

Academic probation occurs when your current semester GPA is below 2.00 and your last academic action was academic warning. If you are on probation, you will receive an email from TTC explaining the College's academic probation/academic standing policy and advising you that a second consecutive term GPA below 2.00 as well as a cumulative GPA below 2.00 will result in academic suspension.

### Academic suspension

An academic suspension for one semester occurs after any three consecutive semesters of enrollment in which your semester GPA is below 2.0, and first semester in which your cumulative GPA is below 2.0. Consecutive semesters of enrollment are any two semesters in which the student is enrolled even if there are semesters in between when the student is not enrolled.

After becoming academically suspended for one semester, you must meet with a counselor in Counseling and Career Development Services. The College places students on academic suspension when their academic performance falls below the minimum standards set by the College (cumulative grade point average).

## Academic Suspension Appeals

Students may appeal their suspension by completing the online appeal form from the Registrar's site on the TTC web site ([www.tridenttech.edu](http://www.tridenttech.edu)) and submitting printed documentation of the extenuating circumstances causing their poor performance to the Registrar's office on Main Campus or to the Admissions office at any of the other Campuses. This explanation and documentation must not only describe the circumstance with appropriate documentation, but also the resolution for future enrollment.

The Vice President for Student Services oversees the suspension appeal process.

Your suspension appeal must include appropriate documentation. Appropriate documentation includes:

- One page, typewritten letter explaining the circumstances and their resolution.
- Physicians/hospital report detailing the duration and extent of serious health conditions.
- Police reports and associated documentation.
- Any other relevant documentation to substantiate the appeal.

The definition of an extenuating circumstance includes a situation involving a serious health condition of the student, death or serious health condition of an immediate family member, or a traumatic/extraordinary event. Immediate family must be related to the student or student's spouse as follows: parents/legal guardians, grandparents, brothers, sisters and children.

Relatives outside the definition of immediate family require additional documentation of a more immediate relationship. A serious health condition consists of an illness, injury, impairment or physical or mental condition that involves:

- Any period of incapacity or treatment related to inpatient care.
- Any period of incapacity requiring care by a health care provider resulting in five consecutive absences.
- Continuing treatment by a health care provider for a chronic or long-term condition that is incurable or so serious that, if not treated, would result in a period of incapacity.

- A traumatic/extraordinary event shall be defined as a sudden, uncontrollable event that adversely affects the student's academic performance, such as natural disaster, divorce, rape, religious mission, military duty and mandated work schedule changes.

Not included in this definition are issues such as transportation, roommate problems, problems with faculty, difficult course load, etc.

You will be notified through your student e-mail account of the appeals committee's decision. The committee's decision is final.

## Academic Fresh Start

Academic Fresh Start is available to you on a one-time basis if you re-enroll at TTC after a period of three years and wish to expunge your previous academic record at TTC. To qualify, you must meet specific conditions. Details are available in the Registrar's office or on the TTC web site ([www.tridenttech.edu](http://www.tridenttech.edu)). (Academic Fresh Start does not apply to financial aid.)



## Graduation Process

The College awards associate degrees, diplomas and certificates upon the successful completion of the required academic course work as described in the TTC Catalog.

To graduate, you must have an overall grade point average of 2.0 or better for all courses required in your degree, diploma or certificate program. Some programs may permit the use of courses not listed in the current catalog as course substitutions for required courses or electives. The decision to permit the use of course substitutions is made by the your academic dean. You must request course substitutions through your academic advisor.

If you have earned credit hours from other institutions or agencies, you may meet the qualifications for graduation by completing a minimum of 25 percent of the total hours required in courses in your program at TTC. Refer to College Admissions procedures for catalog applicability.

Review your program evaluations and academic advisor information using your TTC Express account on the my.tridenttech.edu student portal.

TTC may not issue diplomas for programs that have been discontinued.

If you decide to re-enroll at TTC after graduating, you will need to declare a new major to continue your studies in a new program of study by submitting a Student Major Update online through TTC Express on the my.tridenttech.edu student portal to the TTC Registrar's office.

### Home Program

The Home program is available for Associate in Arts and Associate in Science students who leave TTC before completing their degrees. Participants in the program can transfer selected, pre-approved credits back to TTC to complete their associate degrees. Other academic programs may be eligible upon approval from the academic dean. See your academic advisor for details.

## Applying for Graduation

The semester before you anticipate completing requirements for any associate degree, diploma, or certificate, you should apply for graduation.

To receive your degree, diploma or certificate, use the Graduation Application available at the Registrar's office or submit the online Graduation Application in your TTC Express account on the my.tridenttech.edu student portal.

To be eligible to participate in the graduation ceremony, you must submit the Graduation Application by the ceremony participation application deadline published in the TTC Calendar in spring semester.

**A separate graduation application is required for each program of study.**

If you do not complete all requirements for graduation by the end of the semester anticipated for graduation, you must reapply for graduation by submitting a new Graduation Application form. You must resolve all financial obligations to the College before the College will issue your diploma.

The Registrar's office issues diplomas approximately four to six weeks after the end of the semester.

## Graduation Ceremony

TTC conducts one graduation ceremony annually at the end of the spring semester. If you will be completing your course requirements at the end of the fall, spring, or summer semester term of the current academic year, you may participate in the ceremony.

If you completed all requirements for graduation prior to the current academic year, you may not be eligible to participate in the graduation ceremony or have your name appear in the graduation program.

**If you plan to participate in the graduation ceremony, submit a graduation application and check the appropriate block on the Graduation Application form to indicate attendance. If you are completing multiple programs of study, indicate only one program for ceremony participation.**

A professional photographer snaps individual photographs of each graduateduring the ceremony. Graduates are under no obligation to purchase.

**Purchase a cap and gown from the**

**TTC Bookstore on Main Campus by the established graduation application deadline. This purchase confirms your participation in the ceremony and your seat assignment.** Before purchasing your cap and gown, first obtain a Cap and Gown Order form at the Registrar's office on Main Campus. You must submit your Graduation Application before you can obtain a Cap and Gown Order form.

At the ceremony, graduates sit in academic program order for the announcement of name and degree and proceed across the stage one time. If you have applied for graduation by the designated ceremony participation application deadline, your name will appear in the graduation program for all degrees you are earning in the current academic year; however, you must choose one program of study for participation in the ceremony and the announcement of your name and degree. During the ceremony, graduates receive a TTC diploma cover. The Registrar's office issues the actual diplomas approximately four to six weeks after the end of the semester.

Additional information on the graduation ceremony is published annually at <http://www.tridenttech.edu/4194.htm>

## Graduation Honors

Graduation honors are awarded based on the following criteria:

<u>Honors Level</u>	<u>Cumulative GPA*</u>
Summa Cum Laude	3.95 - 4.000
Magna Cum Laude	3.75 - 3.949
Cum Laude	3.60 - 3.749

Graduation honors are awarded at the official graduation ceremony to students who complete course requirements as of fall and spring semesters. Students completing course requirements during the summer semester will receive honors when the degree, diploma or certificate is awarded. TTC awards medallions to honor the outstanding academic achievement of students during the graduation ceremony. In order to receive an honors medallion, you must participate in the graduation ceremony.

### Fall and Spring Graduates

The honor medallion level is based on your final semester **cumulative** grade point average.\* You must take a minimum of

30 credit hours of college level courses at TTC to be eligible for graduation honors, and your program of study must have a minimum requirement of 30 credit hours.

### Summer Term Graduates

If you will complete your studies in summer semester, honors medallions will be based on your most recent cumulative GPA.\* You must take a minimum of 30 credit hours of college level courses at TTC to be eligible for graduation honors.

\* Cumulative GPA is based on all work attempted at TTC. GPA is not rounded.

### Health Sciences / Nursing Progression Requirements

If you are in any Health Sciences / Nursing curriculum, you are required to achieve at least a 2.00 GPA each semester for the duration of your program. Health Sciences/ Nursing graduates must submit graduation applications to the Registrar's office during the semester prior to completion or by the designated ceremony participation application deadline. Health Sciences or Nursing students must achieve at least a grade of C in each theory, laboratory and clinical component of the program and must achieve a minimum grade of C in all prerequisite and corequisite courses. Health Sciences and Nursing programs may have additional and more stringent requirements for student retention, promotion and graduation.

## Program Exit Examinations

Associate degree programs may require applicants for graduation to complete a non punitive exit examination. If you are required to take an examination, the College will notify you by mail.



## Testing Services

Testing Services provides a variety of testing options each semester:

- Placement testing in a computerized format for applicants to the College
- Make-up testing if an instructor allows you to take a missed test in a course
- Nursing entrance and exit tests
- Distance learning tests
- Credit by exam and non-TTC tests

For testing information, call the TTC Testing Services number listed in this handbook's TTC Directory

Use of Testing Services by the student constitutes an agreement, on the student's part, to abide by the Testing Services rules as posted in each testing area. Testing staff carefully monitor all tests for academic misconduct and take appropriate actions in such situations as outlined in the Student Code found in this Student Handbook.

### Distance Learning Testing

Follow the Testing Procedures on this page if you enroll in a Distance Learning course (online and mixed-mode courses) and your instructor tells you to go to Testing Services for course testing.

### Make-up and Retests

With instructor approval, Testing Services administers both makeup tests if you miss a test due to an emergency and retests if you fail a test. If your instructor allows makeup tests or retests in Testing Services, you must follow testing procedures. If your instructor tells you to go to Testing Services for a makeup or retest, follow the Testing Procedures below.

### Testing Procedures

Follow these procedures:

- Provide a valid ID, TTC Student ID preferred.
- Provide instructor name, course name and course number.
- Print, sign and date both the Distance Learning Test Pass and log-in/log-out register.
- Put your belongings (including your cell phone and wrist watch) in a Testing Services' red testing bag or locked storage locker.
- You are responsible for your own test time limits.
- You are responsible for allowing adequate time for test completion during Testing Services' hours of operation.
- You are responsible for completing

the test before the expiration of your testing deadline; Testing Services will not administer a test if the deadline date has expired.

- You are responsible for taking makeup tests or retests prior to your last day of class.
- If you require a disability-related testing accommodation, contact Services for Students with Disabilities at 843.574.6313 at the beginning of the semester prior to taking a test.

### Students with Disabilities Testing Accommodations

Working with Services for Students with Disabilities, Testing Services provides the following accommodations for students with appropriately documented disabilities which require alternative testing outside the classroom:

- Minimally distraction-free environment
- Extended testing time
- Scribes and readers for those with limited writing or reading ability
- Accommodations for school-administered standardized tests (e.g. CLEP and DANTES DSST)
- Computerized testing in lieu of paper-and-pencil testing

To use Testing Services for course testing if you require a disability-related testing accommodation, make an appointment with a TTC counselor in Services for Students with Disabilities (SSD) at the beginning of each semester after you receive your course syllabi. You must provide appropriate documentation to SSD before an approved testing accommodation can be made. Contact Services for Students with Disabilities, 843.574.6313, prior to taking a test.

Your SSD counselor will review your semester schedule and determine any assistance needed for testing. At least one week prior to taking your test, contact Testing Services to confirm all accommodations. You are responsible (not your instructor or your SSD counselor) for reserving ADA testing rooms if needed.

If you believe you require a disability-related testing accommodation, contact Services for Students with Disabilities at 843.574.6313 prior to taking a test.

### Credit by Examination

TTC offers students enrolled in credit courses the option to exempt some courses through Credit by Examination. However, because of articulation agreements or the nature of the course, some courses cannot be challenged. Each academic department, working within the framework of the overall College policy, has established procedures for Credit by Examination. If you are interested, contact the appropriate department head or dean for those procedures. Service fees are charged for administering each examination.

### TTC Advanced Standing Limitations for Credit by Examination

Advanced Standing through credit by examination is subject to the following limitations:

- The College grants up to 16 semester credit hours (but no more than one-fourth of the total curriculum hours required for program completion) providing the minimum required score is attained on approved exams.
- Students must verify that official test score reports are on file in the Registrar's office prior to the start of the semester in which they seek advanced standing.
- Students may retest six months after the original test date for a CLEP exam and three months after the original test date for a DANTES DSSTs exam if they did not achieve the minimum required score.
- TTC will not grant credit for a course previously attempted (including withdrawals after the drop-add period).
- Advanced Standing credits will not affect a student's grade point average.
- TTC does not guarantee that Advanced Standing credit awarded for required TTC courses will transfer to other institutions.

### CLEP and DANTES DSSTs

#### CLEP

TTC may grant credit for selected College-Level Examination Program (CLEP) examinations with satisfactory scores.

CLEP examinations allow examinees to demonstrate knowledge relating to specific college courses that have similar titles. Most CLEP examinations are multiple-choice format and 90 minutes in duration, with the exception of college composition. Some exams have optional essay sections depending on your institution's

requirements. Examinations fall into one of the following categories: humanities, history and social sciences, foreign languages, composition, science and mathematics and business.

The College Board charges a fee for each examination taken. Fees are payable by debit or credit card to College-Level Examination Program prior to testing. (Note: DANTES pays the per test CLEP Examination Fee for examinees with appropriate military ID.) For all examinees, an additional test service fee, paid separately from the CLEP examination fee(s) is payable to Trident Technical College on the day of testing. All fees are listed on the TTC website. Go to <http://www.tridenttech.edu> > Testing Services > Examination Information and select the test you are taking.

#### DANTES DSSTs

TTC may grant credit for selected DANTES DSSTs examinations with satisfactory scores. DANTES DSSTs exams are multiple-choice format and take approximately two hours to complete. Some exams have an optional essay section. Candidates should contact the institution that will be accepting the credits to determine if the essay section is required. Examinations fall into one of the following categories: humanities, social and physical sciences, applied technology and mathematics, and business.

DSSTs charges a fee for each examination. Examination fees are payable by debit or credit card to DSSTs on the day of testing. An additional per test service fee, paid separately from the DSSTs Examination Fee(s), is payable to Trident Technical College. All fees are listed on the TTC website. Go to <http://www.tridenttech.edu> > Testing Services > Examination Information and select the test you are taking.

### Open Test Center

As a College-Level Examination Program (CLEP) and Defense Activity for Nontraditional Education Support (DANTES) DSSTs Test Center, TTC administers CLEP and DANTES DSSTs tests, at Main and Palmer Campuses throughout the year. To schedule an appointment call 843-574-6438 (Main Campus) or 843-722-5516 (Palmer Campus).

## Counseling and Career Development Services

### How do you make a career choice?

Consider the following questions as you examine your choices:

- What do you want to do?
- What do you enjoy and find interesting?
- Where do you want to work?
- What are the working conditions you desire?
- Where do you want to live?
- What city, state or country do you prefer?
- Are you willing to travel?
- Do you want to work for a profit-making or nonprofit organization?
- When do you want to work?
- Are you willing to do shift work?
- How available are jobs in your interest area?
- Will there be a lot of competition?
- Can you advance?

Is there a limit on how much you can earn?

Do not expect to make a choice without using energy. Along the way, you may experience confusion about your alternatives, and juggling the roles of student, spouse, parent and worker can become overwhelming! When you need assistance in these and other matters that affect your success, don't despair—get help from Counseling and Career Development Services. Help is available. Counseling and Career Development Services is here to assist you in these and other matters that affect your success.

**Professional counselors are available at all TTC campuses:**

Main Campus	Counseling and Career Development	Building 410, Room 210
Berkeley Campus	Student Success Center	Room 178
Palmer Campus	Student Success Center	Room 226
Mt. Pleasant Campus	Student Services	Mt Pleasant Reception area

Counselors can help you build classroom success, learn to make decisions and identify your personal goals. Counseling offers classroom presentations and

special workshops to provide you with opportunities to develop skills for success. Counseling and Career Development Services are available on each campus and resources are available to help you explore career opportunities. You also have the opportunity to take a career interest inventory to identify potential career paths. In addition, counselors conduct career development workshops each semester. A number of services are also available through TTC's Web site at <http://www.tridenttech.edu/>.

### Academic Counseling Resources

If you are concerned about your academic performance, you will find many helpful resources available in Counseling and Career Development Services. Counseling offers workshops and individual services each semester to enrolled students on study skills, test taking and test anxiety, time management, math anxiety and stress management.

### Services for Students with Disabilities

If you have a documented disability, Services for Students with Disabilities can assist you while attending TTC or during the pre-admission process. You may coordinate direct services as well as referrals to the Commission for the Blind, Vocational Rehabilitation and other community resources through the Counseling office. If you receive assistance from the Commission for the Blind or Vocational Rehabilitation, TTC strongly encourages you to use Services for Students with Disabilities.

The Counseling staff provides a wide range of academic services to help you reach your academic goals. Included are liaison work with instructors to ensure an accessible, integrated environment, referral for diagnostic evaluation, temporary parking permits, information for obtaining textbooks on CD, registration assistance, note-takers and other reasonable accommodations as supported through documentation.

Services are located in Counseling and Career Development Services, Main Campus, Student Center (Bldg. 410), Room 210. For an appointment or additional information, call 843.574.6131 or 843.574.6351 TTY (hearing impaired telephone). Appointments are available at other campuses as needed.

## Student Activities

Involvement in Student Activities programs complements the academic program and enhances your college experience. Preparing for the future is important. There is more to life than the classroom or the job including learning to work with people as a group or individually, developing social and professional skills, examining national and current issues, experiencing new and different cultural events and getting involved in leisure and recreational events. Opportunities for personal and professional growth include student organizations, Student Cabinet, student publications and Student Activities programs. For a more detailed look, read on.

### Student ID Card

The TTC student identification card allows you to use the library facilities, not just at TTC, but at other area colleges as well, including Charleston Southern University, The Citadel, the College of Charleston and the Medical University of South Carolina. Student identification cards are available for currently enrolled credit students through the Student Activities office at Main Campus, the Admissions office at Palmer Campus, the Student Success Center at Berkeley Campus, and at our Mount Pleasant Campus.

Students can obtain student ID cards during the registration process or during the routine operating hours of the Student Activities office, Monday through Thursday. There is a \$5 fee to replace an ID card. Students should revalidate their ID cards each semester. Proof of registration and a picture ID are required to receive a validation sticker.

Continuing Education students receive ID cards from the Division of Continuing Education and Economic Development. Call 843.574.6152 for more information.

### Student Organizations

Here's a chance to learn to manage people and money, and to get things done for other students. Student organizations currently listed in the Student Activities office include:

- **Alpha Mu Gamma** - To recognize achievement in the field of foreign languages; to stimulate a desire for linguistic attainment; to encourage

an interest in the study of foreign languages, literatures, cultures and civilizations; and to foster sympathetic understanding of other peoples and international friendship.

- **American Society of Civil Engineers** - To engender a keen interest in and a sound understanding of civil engineering and to promote its enjoyment.
- **Association of Information Technology Professionals** - To develop a better understanding of the nature and function of data processing.
- **Association of Paramedic Education and Training** - To develop a sound understanding of the Emergency Medical Response system and to promote enjoyment in helping others.
- **Champions For Change** - To serve and act on behalf of the needs, rights, and well-being of communities and families
- **Clemente Coalition** - To enrich the collegiate experience by promoting knowledge, honesty, self-expression, and creativity while supporting the missions of the Clemente Program and TTC.
- **Criminal Justice Student Association** - To become familiar with the overall objectives of the criminal justice system, to help members improve their professional performance and to observe related law enforcement activities as practiced by the criminal justice system.
- **Fitness Lifestyle Initiative** - To engender a keen interest in fitness and to develop knowledge of fitness and living in a healthy lifestyle
- **Hospitality and Culinary Student Association** - To acquaint members with basic concepts and philosophies of sales and marketing in the hospitality industry, especially as it relates to the operational subjects being studied
- **International Club** - to promote good will and understanding, to develop character, to cultivate friendship, and to assist international students in their academic skills and daily life adjustment. .
- **Lex Artis Paralegal Society** - To promote fellowship and provide a networking facility between all students and alumni of the TTC Lex Artis Paralegal Society.

## STUDENT ACTIVITIES

- **Lowcountry Aviation Maintenance Association** – To promote safety, knowledge, and dignity in the aviation profession.
- **Novo Caesaries** – To promote fellowship and professionalism among all students and alumni of TTC's Cosmetology program, and to use its cosmetic talent for public service.
- **Occupational Therapy Assistant Student Organization** – To promote occupational therapy as a health profession and provide community services.
- **Pharmacy Technician Association** To develop a sound understanding of pharmacy and to promote the enjoyment of pharmacy.
- **Phi Theta Kappa** – To promote scholarship, develop character and cultivate fellowship among students through the TTC chapter of the national honor society for two-year colleges.
- **Physical Therapist Assistants Student Association** To develop exposure in the professional environment of physical therapy.
- **Radiologic Technology Association** To promote scholastic excellence, develop character, and make others aware of the radiologic profession as a service to the students of TTC.
- **Respiratory Care** – To promote scholastic excellence, develop character and to make others aware of the Respiratory Therapy profession.
- **Roots and Shoots** – To foster respect and compassion for all living things, to promote understanding of all cultures and beliefs and to inspire each individual to take action to make the world a better place for the environment, animals and the human community.
- **Society for Dental Assisting** – To provide information and further education in the dental assisting fields.
- **Society for Medical Assistants** – To provide to the student body the services offered by the Health Sciences Medical Assisting program.
- **Society for Medical Laboratory Technology** – To provide services, information and further education in the medical laboratory technology field.
- **Society of Broadcasters** – To bring together a society of individuals who have unique interest in the radio and television field to form a bond of ideas, productivity and friendships.
- **South Carolina Black Student Association** – To unite interested students to promote the achievement of overall excellence for black students.
- **Student Accounting Association** To engender a keen interest in accounting, to develop a sound understanding of accounting and to promote enjoyment of accounting.
- **Student American Dental Hygienists' Association** – To cultivate, promote and sustain the art and science of dental hygiene; to represent and safeguard the common interest of the members of the dental hygiene profession; and to contribute toward the improvement of the health of the public.
- **Student Massage Therapy Association** – to develop a sound understanding of professional behavior and to promote employment of students as Massage Therapists.
- **Student Nurses Association** – To assume responsibility for contributing to nursing education in order to provide for the highest quality health care.
- **Support of Children, Youth and Families** – to serve and act on behalf of the needs, rights, and well-being of all young children, to encourage the study, interpretation, and improvement of their education and general well-being.
- **Terra Bella** – To increase awareness in horticulture and related fields through the interaction of ideas and methods scholastically and socially.
- **The Trident Times** – To provide students with the opportunity to apply professional journalistic standards and practices through the exchange of news and viewpoints.
- **TTC Gospel Choir** – To provide musical service to the College and community, to foster spiritual growth and diversity among TTC students and to develop an understanding for music.
- **TTC Transfer Scholars** – To encourage students to complete

## STUDENT ACTIVITIES

programs of study at TTC that will prepare them for transferring to other colleges.

- **Unified Club Council** – To establish a unified council of club presidents that shall furnish concourse for discussion and provide an enhanced, stronger and better organized club system.
- **United Students Association** – To strengthen the unity between TTC's campuses and surrounding areas among all ethnic backgrounds.
- **Vet Tech Club** – To provide awareness to the community on animal care and well-being and to provide services to the Berkeley County SPCA to ensure a better chance for adoption of their animals.
- **Veterans Voice** – To unite veterans, students, faculty and staff, and the local community to promote education, awareness, selfless service and a stronger sense of community.
- **Women Empowerment Club** To empower women to recognize and optimize their full potential in overcoming their fears and achieving their goals.

- Step 2 - Identify one or more full-time TTC faculty or staff members to serve as the advisor(s).
- Step 3 - Recruit a minimum of 10 students to join the organization and submit a list of their signatures and printed names to Student Activities.
- Step 4 - Write a constitution that states the name, purpose, membership requirements, officers' duties, election process, financial matters, meeting requirements and amendment methods. A sample constitution is available in the Student Activities office.
- Step 5 - Submit the constitution to Student Activities for approval by the Director of Student Activities, Dean of Student Development and Vice President for Student Services. Failure to follow these guidelines could result in disciplinary action.

## Forming New Student Organizations

If your interests are in an area not represented by current organizations, then consider starting a new student organization. General guidelines for student organizations:

- There will not be two student organizations of the same type and purpose unless administrative approval is granted.
- TTC student organizations shall be open to all currently enrolled students, faculty or staff without discrimination on the basis of race, color, gender, age, national or ethnic origin, religion, disability or sexual orientation.
- TTC student organizations shall adhere to the regulations and procedures as outlined in the guidelines for student organizations entitled *The Common Denominator* as the basis for establishment, operation, and continued existence.

- Step 1 - Establish the name of your student organization and determine an educational purpose for the organization.

## Activity Period

The College suspends all classes one hour each term on a rotating basis to provide time for student organizations to conduct meetings. The activity period schedule is available from the Student Activities office, is posted on campus bulletin boards, and is published in the planning calendar of the student planner.

## Student Cabinet

All TTC student organizations comprise the College's Student Cabinet, which meets every semester with the President. Student Cabinet members include the president and vice president of each student organization. Student Cabinet provides an avenue for students to express viewpoints to College officials, to receive information regarding College policies and procedures, and to participate in the institution's decision-making process by serving on appropriate institutional committees.

## Trident Times – Student Newspaper

TTC's student newspaper, *The Trident Times*, is a student publication by the students and for the students. The TTC



## STUDENT ACTIVITIES

Student Publication Board interviews and selects the newspaper editor. The newspaper staff consists of students interested in applying their journalistic skills through the exchange of news and viewpoints.

*The Trident Times* is available online at <http://tridenttimes.blogspot.com>. A quick link is available in [my.tridenttech.edu](http://my.tridenttech.edu) on the student portal home page.

A print version of "the best of the blog" is distributed at all campuses each semester. Archived editions are also electronically online at [http://www.tridenttech.edu/trident\\_times.htm](http://www.tridenttech.edu/trident_times.htm)

### TTC Student Awards Program

TTC conducts an annual Awards Program at the end of spring semester to recognize both the academic and leadership accomplishments of outstanding students and student organizations.

### TTC Student Events

Several resources are available to keep students informed of College happenings through the following sources of advertising and information.

- A Monthly Calendar of Events from Student Activities contains a brief summary of activities and academic information for the upcoming month. The calendars are available through the Student Activities office and are posted on bulletin boards in student lounges on all campuses.
- The bulletin boards in building hallways on each campus highlight information about College activities, as well as classified ads. Items placed on bulletin boards require approval through the Student Activities office or the campus dean at Berkeley and Palmer Campuses.

There is a campus program for everybody. Student Activities strives to provide programs that include social, educational, co-curricular and family components. Suggestions for campus events are always welcome. Just stop by Student Activities to make any suggestions or call 843.574.6012.

### Student Lounge Guidelines

- Courteous behavior is requested in all activities.

- Smoking is prohibited; smoking areas are located outside the building.
- Please refrain from actions that would damage the furniture, including moving or walking on furniture.
- Place trash in containers.
- Gambling and solicitation are against the law.
- Only radios with headsets are permitted.
- Inappropriate public display of affection is prohibited.
- Programs or events conducted in the student lounge must be scheduled in advance with the Student Activities office.
- Failure to follow these guidelines could result in disciplinary action.

## STUDENT EMPLOYMENT

### Student Employment Services

Student Employment Services provides access to off-campus employment, cooperative education opportunities and institutional and federal work-study positions. Free services are available to all currently enrolled students, to TTC alumni and to employers.

Student Employment Services posts all advertised part-time and full-time positions, including work-study availability, on TTC's web site. Additional services include:

- resume assistance
- interview preparation
- employment counseling
- on-campus interviews
- job search training
- career transition planning
- various career fairs throughout the year

Office locations are Main Campus, Building 940; Palmer Campus, Student Success Center, Room 226; and Berkeley Campus, Student Success Center, Room 178.

#### 1. Job Search

Student Employment Services lists job openings from nearly 4,000 tri-county employers on the website, [www.tridenttech.edu](http://www.tridenttech.edu) > Current Students > Student Employment Services. New jobs are constantly added, so check the website often. Students can search these jobs online and post a resume for employers to view. Employer services include job listings, on campus recruiting and interviewing, a resume database, and an employer library.

#### 2. Career Fair

A general college-wide career fair with over 100 employers and hundreds of attendees that feature an excellent variety of occupations, is held each year. Many students find the job they are looking for or contacts for future employment at the TTC Career Fair.

#### 3. Work Study Program

Two types of work study employment are available for students: Institutional Work Study and Federal Work Study. Work Study employment is designed to meet the work needs of the college and other agencies while giving students experience and networking opportunities. Work study jobs are real jobs. Students are hired, evaluated and can be fired for poor performance. They are also paid a wage. This work experience can go on a resume.

To be eligible for Institutional Work Study, students must keep a cumulative 2.0 GPA, be enrolled in no less than six credit hours, and make satisfactory academic progress, known as being in good academic standing.

Federal Work Study students must show unmet financial need through the completion of the FAFSA (Free Application For Federal Student Aid), be in an approved program of study and remain in good academic standing.

All Work Study students may work up to 20 hours per week. Application for Work Study is made through the office of Student Employment Services on Main Campus, described above. For more information about Work Study employment at TTC, go to [www.tridenttech.edu](http://www.tridenttech.edu) > Current Students > Student Employment Services.

#### 4. Cooperative Education

Cooperative Education is a nationally recognized program that awards college credit for work experience related to your major. The job may be for pay or be on a volunteer basis. Credit is based on the number of hours worked per week and credits earned appear on your transcript. More information is available at TTC's Co-op Center on the Main Campus in Building 100, Room 204, or call (843) 574.6931.

## EDUCATIONAL OPPORTUNITY PROGRAMS

### TTC Educational Opportunity Programs

Trident Technical College's Educational Opportunity Programs consist of several federal grant programs. These grant programs, known as TRIO programs, are educational outreach programs targeted to serve and assist students enrolled in non-traditional careers, low-income, first-generation college students and students with disabilities to progress through the academic pipeline from middle school to college programs. The programs are designed to assist students in overcoming barriers to higher education and provide participants with ongoing support in counseling, academic guidance, tutoring and assistance with applying for financial aid.

The College also has the following community outreach grant programs geared specifically either for high school students or adults planning to enroll in college:

- Educational Opportunity Center (adult students)
- Educational Talent Search (high school students)
- Upward Bound Math and Science (high school students, summer program)
- Veterans Upward Bound

Visit [www.tridenttech.edu](http://www.tridenttech.edu) to learn more information about these programs.

**TTC students may be eligible to participate in the Scholars Network, a TRIO Student Support Services grant program.**

### Scholars Network

(a TRIO Student Support Services program)

#### WHAT IS SCHOLARS NETWORK?

Scholars Network (SN) is a TRIO SSS Program developed to assist students in reaching their educational and career goals through academic advisement, counseling, tutoring, transfer assistance and other services. SN will help you to make the most of your time in college and prepare you for life after graduation.

**Services include:** First-Year Experience Initiative, Academic Advisement, Academic and Personal Counseling, Professional Development, Transfer Assistance,

Academic Tutoring and Cultural Enrichment Activities

**Qualifications include:** Must be enrolled in or have successfully completed one of the following courses: COL 103, RDG 032, RDG 100, ENG 032, ENG 100, MAT 031, MAT 032, MAT 101, MAT 152, MAT 153, IDS 101 OR have not been enrolled in college for at least five years

AND meet one or more of the following criteria:

- First-generation college student (neither parent or guardian received a bachelor's degree)
- Meet certain income guidelines
- Diagnosed and documented disability (register with Disability Services)

#### Participants' Responsibilities:

- Abide by the SN contractual agreement by actively participating
- Abide by the SN tutoring services contract by attending scheduled tutoring sessions
- Meet with SN transfer counselor if that is one of your goals
- Authorize SN staff to request academic and personal information as needed to assist you in facilitating a successful college experience

#### SN Scholarship Eligibility (Grant Aid):

- Must be a Pell Grant recipient
- Be active in the SN program, i.e. meet with your counselor on a regularly scheduled basis, etc.
- Be enrolled at TTC for two consecutive semesters with six or more credit hours
- Have a GPA of 2.3 or above (subject to change)

## STUDENT APPEALS AND COMPLAINTS

### Student Appeals and Complaints Overview

There are many ways for TTC students to informally or formally appeal or complain. The nature of your appeal or complaint determines what type of action you as a student should take. Many appeals require extenuating circumstances.

#### \*DEFINITION OF AN EXTENUATING CIRCUMSTANCE\*

An extenuating circumstance is an uncontrollable event such as a serious health condition, illness or injury; a traumatic event such as a natural disaster; divorce, sexual assault; criminal assault; a family emergency; employment changes such as military duty; mandated work schedule changes or involuntary lay-off/unemployment. Not included in this definition are issues such as transportation, roommate problems, incompatibility with faculty, difficult course load, dislike of a course, etc.

#### Academic

##### • Academic Complaints

If you have concerns about a grade, the availability of textbooks, course content, the classroom environment or the instructor, follow the Academic Complaint process in the Student Handbook, Student Code, Academic Complaints. You must first attempt to resolve the matter with your instructor. If the matter cannot be resolved with the instructor, then file an Academic Complaint by Student form with the instructor's supervisor and academic dean. The form is also available in all academic division offices and can be submitted to the academic division or faxed to 843.574.6789.

##### • Academic Misconduct

A student placed on suspension or expulsion for academic misconduct (Student Code in Student Handbook) may appeal in writing to the Vice President for Academic Affairs within two business days after receiving notification of the suspension or expulsion. The fax# for Academic Misconduct Appeals is 843.574.6789.

##### • Late Withdrawal

If you have an \*extenuating circumstance\* that prevented your withdrawal from a course(s) by the last date to withdraw during the semester, you can submit a late withdrawal appeal to the academic dean for your program of study. Go to [http://www.tridenttech.edu/Registrar\\_5420.htm](http://www.tridenttech.edu/Registrar_5420.htm) to print the form and submit to the academic dean or fax to 843.574.6789.

##### • Academic Suspension

When a student goes on Academic Suspension, the right to appeal exists. You must complete the on-line Suspension Appeal form and submit appropriate documentation to the Registrar's Office, Main Campus by the published deadline on the suspension appeal web page each semester. Documentation to support the on-line appeal form can be faxed to 843.574.6696.

#### Financial Aid

##### • Financial Aid Probation Ineligible

When a student goes on Financial Aid Probation, the right to appeal exists. You must complete the on-line Probation Appeal form and submit appropriate documentation to the Registrar's Office on Main Campus by the published deadline for each semester. Documentation to support your on-line appeal form can be faxed to 843.574.6696.

##### • Financial Aid Probation Ineligible - PACE Progression

Federal regulations require students receiving financial aid to progress toward completing their program(s) of study. Progression towards completing a program of study is "PACE." Students must successfully complete (with a "C" or higher) at least 67% of coursework attempted in their program(s) of study during an academic year. The academic year sequence is fall, spring and summer semesters. The Financial Aid office measures PACE progression at the end of each summer semester. Students who do not meet the minimum requirements of PACE progression will lose eligibility for federal financial aid. To appeal, students must complete the on-line appeal process by the published appeal deadline for the upcoming semester.



## STUDENT APPEALS AND COMPLAINTS

- **Enrollment History**  
Federal regulations limit the availability of Federal Title IV aid for students with unusual enrollment patterns at multiple institutions. You are notified on your Student Aid Report (SAR) if you meet the unusual enrollment history criteria. The Financial Aid office must review all transcripts from previously attended colleges to assess overall academic progress. Go to [my.tridenttech.edu](http://my.tridenttech.edu) > on the TTC Express nav bar, select Financial Aid > Financial Aid printable forms.
- **Life Scholarship**  
A Life Scholarship recipient who did not meet academic requirements to continue receiving the LIFE Scholarship because of an extenuating circumstance may file an appeal by the annual deadline directly to the South Carolina Commission on Higher Education at <http://www.che.sc.gov/StudentServices/Appeals/AppealsHm.htm> or call 1-877-349-7183 to request an appeal packet. Students appealing continuance of the Life Scholarship must mail their completed appeal to South Carolina Commission on Higher Education, 1333 Main St, STE 200, Columbia, SC 29201 or fax to 803.737.2297.
- **Lottery Assistance**  
If you did not receive the Lottery Tuition Assistance award, but feel you meet all the requirements to receive the LTA award, submit the Lottery Assistance Appeal form on-line. Go to [my.tridenttech.edu](http://my.tridenttech.edu) > on the TTC Express nav bar, select Financial Aid > Financial Aid on-line forms.
- **Developmental Studies**  
To request financial aid for developmental studies courses after you already attempted 31 or more hours at TTC, go to [my.tridenttech.edu](http://my.tridenttech.edu) > select the Financial Life tab and go to My Financial Aid. Forms are listed in the right column. Select ONLINE Forms and submit the Developmental Studies Course Review form.
- **Special Circumstances**  
A student can request consideration  
A student can request consideration for financial aid award adjustments when special circumstances occur that change the financial information

provided on the Free Application for Federal Student Aid (FAFSA). Examples include layoffs and wage/hour reductions, costly medical situations, changes in dependent status, or losing a home to foreclosure. Complete the Request for Special Circumstances Review form and submit to the Financial Aid office at your campus or fax the completed form to 843.574.6661.

### Other

- **Residency**  
A student's residency classification occurs during the admissions process. To appeal residency classification, submit the required Residency Appeal form to the Admissions Office at any campus or fax to 843.574.6483 or mail to Admissions Office, Main Campus at the TTC mailing address below. Forms are available at <http://www.tridenttech.edu>>Current Students>Admissions>Residency
- **Sexual Harassment**  
The College does not tolerate sexual harassment of students or employees. To express any sexual harassment concerns, contact a TTC official in person or by telephone available at [http://www.tridenttech.edu/4958\\_5634.htm](http://www.tridenttech.edu/4958_5634.htm).
- **South Carolina Tax Commission Debt Collection**  
The South Carolina Tax Commission supports state agencies by collecting on delinquent accounts through garnishment of state tax refunds. TTC's Finance division annually notifies students with delinquent balances by mail and provides instructions in the letter for student appeals to be sent in writing by U.S. mail to the College's Hearing Officer by 30 day deadline in the Tax Appeal letter.

## STUDENT APPEALS AND COMPLAINTS

- **Student Discipline**  
A student placed on suspension or expulsion from TTC may appeal and request a hearing by filing a written appeal within two business days after receiving written notification from the Vice President for Student Services about the suspension or expulsion. Students in this situation must submit a written appeal to the Vice President for Student Services Office in person or by fax to 843.820.5026. See the Student Code in the Student Handbook for additional information.
- **Student Discrimination Complaints**  
If a student has concerns about discrimination based on age, gender, color, race, disability or other conditions, preferences or behavior (excluding sexual harassment, which is a separate appeal process) follow the process in the Student Handbook by first attempting to resolve the situation with the faculty or staff member involved. If the student is unable to resolve the matter with the appropriate TTC employee, the student then has the option of filing a formal complaint with the Vice President for Student Services, either in person or by faxing a written complaint to 843.820.5026.

- **Student Services: Extenuating Circumstances (Non-Academic)**

To appeal a TTC policy due to an extenuating circumstance as described at the top of this page, complete the Policy Appeal for Extenuating Circumstances form with relevant documentation and submit to the Registrar's Office, Main Campus or the Admissions Office at Berkeley and Palmer Campuses or fax to 843.574.6696. To appeal an academic matter, follow the appropriate academic processes outlined above. The appeal form is available online at <http://www.tridenttech.edu>> Current Students> Student Appeals and Complaints.

### To mail one of the printable appeal forms:

Trident Technical College, P.O. Box 118067, Charleston, South Carolina 29423-8067

(include name of TTC office identified in the appropriate appeal summary in this section)



## Public Safety Services

### Public Safety Officers

TTC employs state constables who are trained and certified police officers for the state of South Carolina. The Public Safety officers enforce all federal, state and local laws as well as the policies and procedures of the college.

### Public Safety Services

The Jeanne Clery Disclosure of Campus Security Policy and Campus Statistics Act requires TTC to collect and report crime statistics for crimes committed on campus. This federal law is codified at 20 USC 1092(f) and requires colleges and universities to disclose annual information about campus crime and security policies. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching criminal offenses on college campuses. Statistics for more than 6,000 colleges and universities in the United States can be accessed on OPE's website. The college policies and procedures relating to campus security and the annual crime statistics are published on TTC's website. Other websites containing crime information include:

- State of South Carolina Law Enforcement Division S.C. Sex Offenders Registry website
- Security on Campus website

While the college makes considerable efforts to ensure the safety and security of everyone on campus, it is your responsibility to take precautions to protect yourself. Whenever a threat to students is determined, timely notice will be made by college officials to help you become aware and protect yourself.

Law enforcement activities on campus are supplemented by mutual aid agreements with local police agencies. Think and practice crime prevention. Report any crimes or suspicious situations to Public Safety immediately by calling 843.574.6911 (6911 from a campus phone).

### Reporting Emergencies and Crimes

All members of the college community share the responsibility of preventing crime. Please report crimes, suspicious activities and emergencies occurring on campus to Public Safety immediately. The emergency number is 843.574.6911 (6911 on campus phones), and it is posted throughout the college on

telephones and in the college and Trident-area telephone directories. Emergency telephones are available in buildings and parking lots. If TTC telephone lines are out of service, please call Public Safety at 843.572.1642. If Public Safety cannot be reached, report crimes on campus to local police who will relay the information by radio to Public Safety. Also, report crimes related to college activities occurring off campus to local police and Public Safety immediately. Reports made to Public Safety are used for making timely warnings and preparing the annual disclosure of campus crime statistics.

When calling Public Safety, please make sure you provide as much information as possible:

- Your name
- Your exact location and the exact location of the incident
- The phone number from where you are calling
- Description of injuries, if any, and need for medical assistance
- Immediate details of the incident (where it occurred, how long ago)
- Information about the suspect (name, physical description, clothing description, direction of flight, description of vehicle, etc.)

### Motorist Assistance

For assistance with dead batteries, keys locked inside vehicles and flat tires, call the Public Safety office. You are required to sign a release before officers can provide assistance. For other mechanical problems, the Public Safety office will help you locate an appropriate service agency.

### Emergency Alert System

Upon the confirmation of a significant emergency or dangerous situation occurring on campus and involving an immediate threat to the health or safety of the campus community, TTC's Emergency Alert System (EAS) will be activated (unless issuing a notification will compromise efforts to contain the emergency).

The Emergency Alert System (EAS) includes the following notification components:

1. EAS Mobile: Text and/or voice messages sent to a student's mobile device/cell phone. Voice messages can also be sent to designated landline telephones. (Students, faculty and staff must opt in to receive

## PUBLIC SAFETY SERVICES

messages. Visit [www.tridenttech.edu/eas.htm](http://www.tridenttech.edu/eas.htm) to subscribe.)

2. EAS Email: Alerts sent to email accounts. (Students must opt in to receive emails.) Visit [www.tridenttech.edu/eas.htm](http://www.tridenttech.edu/eas.htm) to subscribe.
3. EAS Campus: Audible and/or text alerts sent to campus telephones located in classrooms, hallways and offices.
4. EAS Web: Alerts posted on TTC's website ([www.tridenttech.edu](http://www.tridenttech.edu)) and TTC's Facebook page.
5. EAS InfoLine: Recorded message alerts accessed by calling 843.574.6262, ext. 9091. A toll-free InfoLine, 877.869.7736, is activated when conditions warrant.
6. EAS Media: Alerts sent to local media outlets (radio, television, newspaper).

Quick Reference – TTC Public Safety  
Emergencies: 843.574.6911 (6911 from a campus phone)

Non-emergencies: 843.574.6053  
[www.tridenttech.edu/publicsafety.htm](http://www.tridenttech.edu/publicsafety.htm)

### Emergency Messages

If you need to be contacted because of a medical emergency or death in the family while you are on campus, your family can call the Public Safety office at 843.574.6053, and Public Safety will attempt to locate you in your class to relay the message. Please understand this service is only for major emergencies. The college is unable to relay messages for other problems.

### Emergency Telephones

The college has automatic dial emergency phones located in the parking lots of Main, Berkeley, Palmer and Mount Pleasant campuses. These phones provide a direct connection to the college's Public Safety office. See campus maps for locations of emergency phones.

### Emergency Evacuation and Drills

In accordance with TTC Procedure 12-1-1, Public Safety conducts unannounced fire drills each semester and performs tests of the Emergency Alert System (EAS Campus and EAS Mobile/Email) at least once annually. Upon activation of a fire alarm, activation of the EAS or at the direction of Public Safety, all occupants within affected building(s) are required to quickly and quietly evacuate. You should take your purse, book bag and any other personal belongings without delay when evacuating, in case return to the building is

not possible. You are to assemble at least 150 feet from buildings and are not to reenter buildings unless instructed by Public Safety or other college officials.

### Emergency or Unscheduled Closures

In accordance with TTC Procedure 5-0-5, if classes must be canceled due to an emergency, inclement weather or other unscheduled closure of the college, students will be notified through TTC's Emergency Alert System (EAS). Announcements through local media (radio, television and newspaper) will be made through EAS Media. Information will be posted on TTC's website ([www.tridenttech.edu](http://www.tridenttech.edu)). In addition, you may call the EAS InfoLine to hear recorded message alerts and to obtain additional information on the current operating status of the college. The EAS InfoLine can be accessed by calling 843.574.6262, ext. 9091. Also, a toll-free InfoLine, 877.869.7736, is activated when conditions warrant.

### Bicycles

Bicycle racks are provided on Main Campus at: Student Center (Bldg. 410, north side), Industrial and Engineering Technology building (Bldg. 700, front), Health Sciences building (Bldg. 630, front), breezeway between the General Education and Math and Science buildings (Bldgs. 100/300), General Education building (Bldg. 100, outside Public Safety), and Math and Science building (Bldg. 300, rear), near the Learning Resources Center (Bldg. 510), and at Palmer Campus.

Bikes may not be taken into buildings or parked where they may become a safety hazard. Please use the bicycle racks and lock your bike.

### Theft of Personal Property

Any article left unattended in a public place is subject to theft. Any article of value should be kept with you or secured in your vehicle out of plain view. Book theft is a common problem on all college campuses. Mark your books with some form of identification. Keep books with you and do not leave them unattended in public places. If you do have a book stolen, report it to Public Safety immediately.

### First Aid

Public Safety provides First Aid for you while on campus. All injuries should be reported to Public Safety immediately. If further medical assistance is needed, Public Safety will notify EMS.

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### Special Medical Attention

If you want to notify the college about any special medical conditions or important information in a medical emergency, you can fill out a Special Medical Attention form available in the Public Safety office. This information is kept confidential to Public Safety, EMS and medical personnel.

### Environmental Health and Safety

#### Emergencies

Public Safety staff includes an Environmental Health and Safety manager who can respond to and mitigate environmental and safety hazards. If you observe the following emergencies, please contact Public Safety immediately at 843.574.6911 (6911 on campus):

- Chemical spills
- Biohazard/blood spills
- Spills of unknown origin
- Illegal dumping into storm drains
- Unknown odors
- Natural gas odors
- Safety hazards in classrooms, labs, offices or elsewhere on campus

### Disruption of Academic Process

Any disturbance that may hinder the educational programs provided by TTC is in violation of South Carolina law (Statute 16-17-420).

### Lost and Found

If you find any items that have been misplaced or forgotten, bring them to the Public Safety office. If you have lost any books or personal belongings, check with Public Safety to see if they have been found. Items will be held for 90 days.

### Personal Attitudes and Behavior

You are expected to behave in ways that do not infringe upon the rights of others. This includes showing responsibility and respect regarding eating, electronic devices and dress. TTC students and visitors are expected to dress in a manner appropriate to the academic and business functions in which the TTC community is engaged. It is a violation of the student code of conduct to do otherwise, and you are expected to adhere to the TTC Creed and guidelines for campus behavior.

### Alcohol and Drugs

The sale, possession or consumption of controlled substances is specifically prohibited. For details read the Student Code in the college's Student Handbook. Violators are subject to arrest and college disciplinary action.

### Classroom Policies

To minimize classroom disruptions and protect the integrity of test-taking situations, activated electronic communications devices such as pagers and telephones generally are not permitted in TTC classrooms. The only exception to this policy will be for on-call emergency personnel (police, fire, EMS) who are required to notify their classroom instructor of their need for such devices at the beginning of the semester and provide documentation verifying their occupation. However, on-call emergency personnel may not leave a testing situation, communicate by electronic means and return to complete an examination. In these cases, instructors should make arrangements for retesting. Smart phones, laptops and tablet technology may be used in the classroom for instructional purposes as allowed by the instructor. Eating in classrooms and labs is not permitted. Students may bring drinks into classrooms (not labs) as long as they are in containers with secure lids, such as screw tops or stopper tops.

### Smoking

TTC promotes a safe, healthy environment on all its campuses and sites. TTC prohibits the use of tobacco by students, staff, faculty and visitors except at designated areas. Tobacco is defined as any type of tobacco product including, but not limited to: cigarettes, cigars, cigarillos, pipes, hookahs, smokeless or spit tobacco or snuff.

### Restricted Areas

Smoking is prohibited at the entrances to and inside all college buildings. Smokers are expected to smoke in designated areas and discard cigarettes in ash urns provided at each building on campus.

### College/State Vehicles

Smoking is prohibited in college state vehicles.

### Monitoring No-Smoking Regulations

Public Safety will advise individuals who are not in compliance with the college's no-



## PUBLIC SAFETY SERVICES

smoking procedure of the outdoor smoking areas.

Any disruptions related to the smoking regulations should be reported immediately to Public Safety. If student disruptions warrant further investigation, Public Safety will report these disruptions to the vice president for Student Services for possible disciplinary action.

In addition, South Carolina's Clean Indoor Air Act of 1990 cites violation of the act as a misdemeanor that, upon conviction, results in a fine of not less than \$10 nor more than \$25 (plus court costs). The issuance of a citation is at the discretion of the Public Safety office.

### Firearms Prohibited

In an effort to ensure a safe and secure environment for all members of the campus community, firearms are not allowed in any building, premises or property owned, operated or controlled by TTC except where allowed by law for law enforcement or military purposes. Under state law, a person may transport firearms in his/her vehicle only if secured in a closed glove compartment, closed console or closed trunk. The college prohibits the removal of these firearms from the vehicle and the carrying of such firearms into any building or area adjacent thereto such as a parking lot on campus. This includes persons holding concealed weapon permits under the Law Abiding Citizens Self Defense Act of 1996. This applies to any firearm or replica of a firearm in an assembled or unassembled condition. Anyone who violates this policy is in violation of Section 16-23-420 of the S.C. Code of Laws as amended and is subject to arrest and criminal prosecution with a minimum penalty of a \$5,000 fine or five years imprisonment or both.

### Motor Vehicle Registration and Traffic Regulations

You are required to obey all South Carolina traffic and seat belt laws while operating a vehicle on campus. The speed limit on all campuses is 15 miles per hour. Parking violations can result in the issuance of a parking citation. S.C. Uniform Traffic citations also may be issued for traffic and vehicle violations. All traffic accidents should be reported to Public Safety immediately.

### Parking Decals for Persons with Disabilities

To legally park in a TTC disabled parking space, a vehicle must properly display a S.C. disabled parking placard and must be used in the transport of the permit holder.

Faculty, staff and students with temporary disabilities, requiring the use of a TTC disabled parking space, should contact Services for Students with Disabilities through Counseling and Career Development Services at Main Campus or the Student Success Centers at Berkeley and Palmer campuses. For Mount Pleasant Campus, call 843.574.6131 for an appointment. A temporary TTC decal allowing temporary disabled parking privileges on TTC campuses may be obtained with proper documentation. When specific spaces for disabled parking are all occupied, parking in the nearest available space is authorized to include faculty/staff parking.

### Children

To meet its mission of providing quality education, it is essential that the college maintain an environment that is conducive to student learning and employee productivity. For this reason, children should not be left unattended on campus. Unattended children should be reported to Public Safety immediately. As prescribed in the Student Handbook, students should not bring children to class or leave them unattended on campus. Students whose children are with them or who are left unattended on campus should not be admitted to class. Children cannot be taken to Testing Services while a parent/guardian takes a test. They cannot be taken to The Learning Center while a parent/guardian has a tutoring session or uses the center's media. Children may not be taken into any TTC library while the parent/guardian is studying or using library resources.

### Animals

Animals are not allowed on the premises or property of TTC except for animals trained to assist the disabled, police dogs or police horses, or animals used for educational purposes in academic programs. The feeding of animals (feral, domestic or wildlife) on campus is prohibited with the exception of those animals treated by the Veterinary Technology program or animals trained to assist persons with disabilities.

### Preventing or Reporting Sexual Assaults

Sexual assault is strictly prohibited by the college. The college's Sexual Assault Policy complies with S.C. Code Ann. § 59-105-10 et seq. (Supp. 2002), commonly known as the South Carolina Campus Sexual Assault Information Act. "Sexual assault" is defined as rape or any actual or attempted nonconsensual or forcible sexual touching, including fondling, kissing, groping, attempted

## PUBLIC SAFETY SERVICES

intercourse (whether oral, anal or vaginal), penetration or attempted penetration with a digit or any other object. Nonconsensual sexual assault includes those situations in which the victim is unable to consent. "Rape" is defined as vaginal, anal or oral intercourse without consent, whether the victim is overcome by force, fear, intimidation resulting from threat of force, or by drugs administered without consent, or when the victim is otherwise unable to consent. Consent requires speech or conduct indicating a freely given agreement to have intercourse or participate in sexual activities. Previous sexual relationships, current relationships with the perpetrator or the use of alcohol and/or drugs may not be taken as an indication of consent. Use of alcohol and/or drugs by the perpetrator is not an excuse for violation of the sexual assault policy.

The term "unable to consent" means:

- unable to understand the circumstances and implications of the sexual advances;
- unable to make a reasoned decision concerning the sexual advances; or
- unable to communicate that decision in an unambiguous manner. Such a situation can result from illness, the influence of alcohol or some other substance, physical or psychological disabilities, unconsciousness or some other cause.

The college will impose sanctions on individuals who commit sexual assault. In cases involving a student, an interim (immediate) suspension may be imposed, which means the accused cannot attend classes or be on campus until an administrative hearing is held (within 10 days). In other cases, the accused may be permitted to attend classes pending a final decision from the vice president for Student Services. If that recommendation is suspension (from the college) or expulsion (from the college), a hearing will also be held. Among the other disciplinary sanctions that may be imposed are the following:

- admonition, censure, probation and the restriction of privileges.

Harassment is a pattern of intentional, substantial and unreasonable intrusion into the private life of a targeted person that causes the person (and would cause a reasonable person) to suffer mental distress. Stalking is a pattern of words or conduct that is intended to and that does cause a targeted person (and would cause a reasonable person) to fear death, assault, criminal sexual contact, kidnapping (either the targeted person or a member of his/her family), or damage to his/

her property or a family member's property. The TTC Public Safety department takes all complaints of harassment and stalking seriously and actively assists students, faculty and staff in dealing with matters of this type through civil and criminal means. The college's Sexual Harassment Policy and Procedure can be found on page B-53.

### Sexual Assault Prevention

1. Use the campus escort and transit services.
2. Be aware of the emergency telephones and their locations.
3. Avoid being in classrooms or office buildings alone at night. If you must be there, let the campus police know where you are and how long you will be there. Stay near a telephone.
4. Report any suspicious person or activity to the Public Safety department, whatever the time, day or night.
5. Know who is at your door before opening it.
6. Vary your routine. Do not walk the same route night after night.
7. When walking at night, be alert. Listen for footsteps and voices to be sure no one is following you.
8. Avoid unlit areas. Whenever possible, walk and park in well-lit public areas.
9. Always lock the doors in your car, room, apartment or house. Keep the car doors locked even when you are driving.
10. Never pick up hitchhikers.
11. When driving, always make sure you have enough gas to reach your destination.
12. When walking to your car at night, have your car keys in your hand before leaving the building.
13. When walking from your car to your residence, have your door key in hand before you leave your car. If you are being dropped off, ask the driver of the car to wait until you are safely in your residence.
14. Take advantage of the rape awareness and rape defense training offered by the college and community groups.
15. If you drink alcoholic beverages, drink responsibly.

### Public Safety Department Programs

The Public Safety Department offers educational and personal safety programs for students, faculty and staff. Among these programs is the women's Rape Aggression Defense (R.A.D.) course which is offered free of charge several times each year.

Course offerings are announced on Public

## PUBLIC SAFETY SERVICES

Safety's website and through the college's official email system.

### Crime Prevention

The college actively promotes campus security by providing services to prevent criminal activities, enhance personal safety and protect property.

### Escorts to Your Vehicle

College Public Safety officers are available to escort faculty, staff, students and visitors to their vehicles and as otherwise requested. To request an escort, contact the Public Safety department at 843.574.6053. Please realize that other priorities may prevent an officer from escorting you at a specified time.

### S.C. Sex Offenders Registry

Information on all registered adult sex offenders (age 17 and older) is available on the S.C. Sex Offenders Registry website. Information is also available on registered sex offenders (ages 12-16) who have committed the following offenses: criminal sexual conduct in the first degree; criminal sexual conduct in the second degree; criminal sexual conduct with minors, first degree; criminal sexual conduct with minors, second degree; engaging a child for sexual performance; producing, directing or promoting sexual performance by a child; or kidnapping.

An evaluation must be made on any other requests for information on registered offenders under age 17 who are victims of or witnesses to an offense at public or private schools, child day care centers, family day care centers, or businesses and organizations that primarily serve children, women or vulnerable adults. Evaluations are also required on information requests for offenders who are age 11 or younger who may have a prior conviction or adjudication of delinquency.

Those who request the information must complete and submit a written request form at SLED or at a sheriff's office. A copy of the request form is available online, and it may be mailed or faxed to Sex Offenders Registry, SLED, P.O. Box 21398, Columbia, SC 29221. The fax number is 803.896.7022.

### If you are sexually assaulted:

- Memorize as much detail as possible about the attacker.
- On campus, call the college's Public Safety department at 843.574.6053 immediately. Off campus, call local emergency medical service immediately by dialing 911 or its local number. This does not obligate you to file charges or testify in court.

- If you prefer not to call the police, but you want to make it known that a rape occurred, you may contact the vice president for Student Services or any member of the Counseling and Career Development Department.
- Do not bathe, shower, douche or urinate.
- Do not change clothes, if it can be avoided. If changing clothes is necessary, secure your changed clothes inside a paper bag, not plastic.
- Do not eat, drink, smoke, rinse your mouth or brush your teeth. These actions may destroy evidence.
- Do not disturb the crime scene(s).
- You may call and request medical transportation without divulging that you have been raped. Even if you choose not to become involved with the police, you should seek medical assistance.
- You are strongly encouraged to go through the rape protocol exam for medical attention and for the purpose of preserving important physical evidence of the assault. The rape protocol exam should be done as soon as possible. Physical evidence can be obtained up to 72 hours after the assault. However, as time passes, the quality of the evidence diminishes.
- Contact a friend or family member to be with you.

### What Happens When a Rape Is Reported to the Public Safety Department?

When you notify Trident Technical College Public Safety officers of a rape, the following will occur:

- Public Safety will respond to your location on campus, ensure that you are safe and provide you with emergency medical assistance.
- Public Safety will ask you questions about the assault (location and time of the assault, a description of the accused, etc.). If you request to speak to a male or female officer, Public Safety will make every reasonable effort to accommodate your request, to include contacting another law enforcement agency having concurrent jurisdiction. Local law enforcement may become involved depending on the circumstances surrounding the incident. A family member, friend or counselor may be with you during the interview.
- Public Safety will protect the crime scene, contact local law enforcement as may become necessary and assist in the collection and preservation of evidence.
- Public Safety will make contact with and

## PUBLIC SAFETY SERVICES

escort you to an appropriate medical facility.

- Public Safety and TTC's Counseling Services will contact other assistance agencies (People Against Rape, Solicitor's Office Victims/Witness Program, etc.) on your behalf. The Victims/Witness coordinator from the Solicitor's Office will help you file any documents related to the S.C. Victim's Compensation Fund.
- Public Safety will treat you and your case with sensitivity, understanding and professionalism regardless of your gender or the gender of the accused. Public Safety officers will not prejudice you or blame you for what occurred.
- Public Safety will NOT release your name to the public or the press.
- Public Safety will continue to be available to you, answer your questions and explain the system and processes involved (solicitor, courts, etc.).
- Public Safety will professionally investigate your case, which may lead to the arrest and prosecution of the accused. You will be kept up-to-date on the progress of the investigation and/or prosecution.

### What Happens When a Rape Is Reported to the Vice President for Student Services?

- Upon learning of a rape, the vice president for Student Services (or designee) will contact you to offer the services of several Student Services departments. Any information you provide will be kept in the strictest of confidence.
- In the event you want the college to pursue disciplinary action, you will be asked to provide a written report of the incident. That information will be forwarded to the vice president for Student Services, who will start college disciplinary processes. You will be invited, but not required, to meet with the vice president for Student Services to discuss the college's disciplinary procedures further. Please remember that information regarding student discipline is maintained as a confidential record.
- When available information has been reviewed by the vice president for Student Services, sanctions may be imposed. If the vice president for Student Services recommends a temporary suspension,

suspension (from the college), or expulsion (from the college), an administrative hearing may be scheduled.

- You will have the option to attend the administrative hearing and provide testimony regarding the attack. The vice president for Student Services will attempt to make special accommodations for testifying if you are not able to face the accused. You will be listened to and treated with respect. You may have a friend, counselor or support person present during the hearing. All hearings are closed to the public and are confidential.

When you report a rape to the vice president for Student Services, he/she is required by law to inform the Trident Technical College Public Safety department. However, reporting this crime to the TTC Public Safety department in no way obligates you to press charges or testify in court. Even if you do not want to press charges, we strongly encourage you to contact the police for immediate help. You may discontinue the involvement of vice president for Student Services and any other police or legal services at any point.

### Victim's Rights

- The alleged victim has the right to be informed of the process prior to any disciplinary action involving the incident and has the option of discontinuing the process if he or she is the only witness.
- The alleged victim has the right to attend the hearing that involves the accused student. The alleged victim has the option of providing testimony regarding the incident. The vice president for Student Services will attempt to make special accommodations for testifying if you are not able to face the accused.
- The alleged victim is entitled to bring an adviser, friend, counselor or parent during testimony at the hearing. All hearings are closed to the public and are confidential.
- The alleged victim shall be informed of the outcome of the disciplinary hearing. In the event the accused student appeals the decision, the vice president for Student Services will keep the victim informed of the status of those appeals.
- The alleged victim may request changes in his/her academic situation. The college will accommodate such changes if reasonably

possible.

### Rights of the Referred Student

The college's Rules for Student Disciplinary Procedure and Sanctions can be found in the Student Code and Academic Issues section of the TTC Student Handbook or on the college's website at Disciplinary Process.

### How the College Can Help

- The college's Counseling office will offer emotional support and refer you to community resources for victims of sexual assault.
- The college will also change your academic situation if changes are requested and reasonably available.

### Emergency Numbers\*

#### Public Safety

Off Campus	843.574.6911
On Campus	6911
	Police/Fire
	/EMS Nonemergency
City of North Chas. Police	911 740.2800
Berkeley Co. Sheriff	911 577.9562
City of Chas. Police	911 577.7434
Charleston Co. Sheriff	911 202.1700
Dorchester Co. Sheriff	911 832.0300
(Summerville)	
Dorchester Co. Sheriff	911 563.0300
(St. George)	
Town of Mt. Pleasant Police	911 884.4176
Summerville Police	911 871.2463

\* When calling from any campus you must first dial 9 to get an outside line. Calls to 911 from campus phones will automatically notify Public Safety first for quicker response.

Note: Long distance calls require the 843 area code to be dialed before dialing numbers other than 911.

## Sexual Harassment Procedure

Trident Technical College strives to maintain an academic and work environment that protects the dignity and promotes the mutual respect of all students and employees of the college. Sexual harassment of students or employees will not be tolerated. Unwelcome sexual advances, requests for sexual favors, verbal or written communications, gestures or physical contacts of a sexual nature unsolicited and/or unwelcome will be considered sexual harassment in violation of Title VII of the Civil Rights Act of 1964. The college is fully committed to the prevention and elimination of sexual harassment and has procedures for handling allegations of sexual harassment. Sexual harassment takes many forms, from continuous joking to physical assault. It may involve threats that you will fail in class or lose your job.

It may make your study or work environment uncomfortable through continued sexual comments, suggestions or pressures. It may include:

- Sexually-oriented verbal kidding or abuse including derogatory or degrading gender references such as whistling, catcalls or sexual remarks or jokes.
- Subtle or overt pressure for sexual activity.
- Physical contact such as patting, pinching or constant brushing against another's body.

TTC's policy 8-2-0 and procedure 8-2-1, both titled Sexual Harassment and Related Unprofessional Conduct, are available for review in the campus libraries and in the offices of vice presidents, deans and directors. Also, the following faculty and staff can provide you with copies. They have been designated as contacts to help students, faculty and staff with sexual harassment concerns. These employees are here to help you.

See the Student Code for more details.

### Sexual Harassment Contact List

The following faculty and staff members have been designated as contacts to help students, faculty and staff with sexual harassment concerns. These employees are here to help you.

#### MAIN CAMPUS

*Pamela Brown • 574-6246  
Building 410/Room 210J*

*Jane Claiborne • 574-6289  
Building 430/Room 110*

*Amanda Hollinger • 574-6068  
Building 900/Room 135*

*Muriel Horton • 574-6138  
Building 970/Room 105*

*John Jamrogowicz • 574-6136  
Building 410/Room 226A*

*Regina Lane • 574-6304  
Building 910/Room 103*

*Pamela Middleton • 574-6303  
Building 410/Room 210D*

*Daryl Milligan • 574-6354  
Building 200/Room 121*

*Jim Orgel • 574-6362  
Building 410/Room 210*

*Noelle Parris • 574-6056  
Building 100/Room 222*

*Patricia Vierthaler • 574-6094  
Building 510/Room 258*

#### MAIN CAMPUS (cont'd)

*DeVetta Williams-Hughes • 574-6199  
Building 900/Rm 105*

*Angela Wimberly • 574-6288  
Building 940/Suite G/Room 101L4*

*William Wrighten • 574-6652  
Building 920/Room 211W*

#### BERKELEY CAMPUS

*Yolanda Bland • 899-8008  
Room 111A*

*Dana Coombs • 899-8038  
Room 166J*

*Ruth Ott • 899-8050  
Room 125B*

#### MOUNT PLEASANT CAMPUS

*D'Jaris Whipper-Lewis • 958-5814  
Room 143*

#### PALMER CAMPUS

*Mary Edwards • 722-5574  
Room 226G*

*Judd Morrison • 722-5530  
Room 226D*



## Student Code

### SBTCE 3-2-106.1

#### GENERAL PROVISIONS

##### I. PURPOSE

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct, except cases of alleged acts of sexual violence and sexual harassment. Cases of alleged acts of sexual violence and sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2. This Code applies to behavior on college property, at college-sponsored activities and events, and to off-campus behavior that adversely affects the college and/or the college community.

The Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

##### II. PRINCIPLES

Technical/community college students are members of both the community at large and the academic community. As members of the academic community, students are subject to the obligations that accrue to them by virtue of this membership.

As members of a larger community, students are entitled to all rights and protections accorded them by the laws of that community, the enforcement of which is the responsibility of duly constituted authorities. If a student's alleged behavior simultaneously violates college regulations and the law, the college may take disciplinary action independent of that taken by legal authorities.

When it has been determined that a student violated a federal, state, or local law, college disciplinary action may be initiated only when the presence of the student on campus will disrupt the educational process of the college.

When a student's alleged violation of the law, whether occurring on campus or off campus, may adversely affect the college's pursuit of its educational objectives or activities, the college may enforce its own regulations through this Student Code.

##### III. SOLUTIONS OF PROBLEMS

The college will first seek to solve problems through internal review procedures. When

necessary, off-campus law enforcement and judicial authorities may be involved.

In situations where South Carolina Technical/Community Colleges have shared programs, the Chief Student Services Officer where the alleged violation of the Student Code for the South Carolina Technical College System occurred will handle the charges. A change of venue to the other college may be granted, based on the nature of the offense, provided it is agreed to by the Chief Student Services Officer of both colleges. Any sanctions imposed will apply across both colleges.

In situations where a student is dually enrolled in two or more South Carolina Technical/Community Colleges and is charged with a violation of the Student Code for the South Carolina Technical College System, the Chief Student Services Officer of the college where the alleged infraction occurred will handle the charges and the sanctions may apply at each college in which the student is enrolled.

##### IV. DEFINITIONS

When used in this document, unless the content requires other meaning,

**"College"** means any college in the South Carolina Technical College System.

**"President"** means the chief executive officer of the college.

**"Administrative Officer"** means anyone designated at the college as being on the administrative staff such as President, Vice President, Dean of Students or Student Services, Chief Academic Officer, Dean of Instruction, or Business Manager.

**"Chief Student Services Officer"** means the Administrative Officer at the college who has overall management responsibility for student services, or his/her designee.

**"Vice President for Student Services"** means the Chief Student Services Officer at Trident Technical College.

**"Chief Academic Officer"** means the Administrative Officer at the college who has overall management responsibility for academic programs and services, or his/her designee.

**"Vice President for Academic Affairs"** means the Chief Academic Officer at Trident Technical College.

**"Student"** means a person taking any course(s), credit or non-credit, offered by the college.

**"Instructor"** means any person employed by the college to conduct classes.

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“**Staff**” means any person employed by the college for reasons other than conducting classes.

“**SGA**” means the Student Government Association of the college or other group of students convened for the purpose of representing student interests to the college’s administration or in the college’s governance system. .

“**Campus**” means any place where the college conducts or sponsors educational, public service, or research activities.

“**Violation of Law**” means a violation of a law of the United States or any law or ordinance of a state or political subdivision which has jurisdiction over the place in which the violation occurs.

“**Instructional Weekday**” means any day except Saturday, Sunday, or any other day on which the college is closed.

## Student Code

### I. STUDENT RIGHTS

#### A. Freedom from Discrimination

There shall be no discrimination in any respect by the college against a student, or applicant for admission as a student, based on race, color, age, religion, national origin, sex or disability.

#### B. Freedom of Speech and Assembly

Students shall have the right to freedom of speech and assembly without prior restraints or censorship subject to clearly stated, reasonable, and nondiscriminatory rules and regulations regarding time, place, and manner developed and approved by the college.

In the classroom and in other instructional settings, discussion and expression of all views relevant to the subject matter -are recognized as necessary to the educational process, but students have no right to interfere with the freedom of instructors to teach or the rights of other students to learn.

#### C. Freedom of the Press

In official student publications, students are entitled to the constitutional right of freedom of the press, including constitutional limitations on prior restraint and censorship. To ensure this protection, the college shall have an editorial board with membership representing SGA, faculty, and administration. Each college has the responsibility of defining the selection process for its editorial board. The primary responsibility of the board shall be to establish and safeguard editorial

policies.

#### D. Freedom from Unreasonable Searches and Seizures

Students are entitled to the constitutional right to be secure in their persons, dwellings, papers, and effects against unreasonable searches and seizures. College security officers or administrative officers may conduct searches and seizures only as authorized by law.

#### E. Right to Participate in College Governance

Students should have the opportunity to participate on college committees that formulate policies directly affecting students, such as in the areas of student activities and student conduct. This participation may be coordinated through a Student Government Association whose constitution or bylaws have been approved by the college’s area commission.

#### F. Right to Know Academic and Grading Standards

Instructors will develop, distribute, explain, and follow the standards that will be used in evaluating student assignments and determining student grades. Grades are awarded for student academic performance. No grade will be reduced as a disciplinary action for student action or behavior unrelated to academic conduct.

#### G. Right to Privacy

Information about individual student views, beliefs, and political associations acquired by instructors, counselors, or administrators in the course of their work is confidential. It can be disclosed to others only with prior written consent of the student involved or under legal compulsion.

#### H. Right to Confidentiality of Student Records

All official student records are private and confidential and shall be preserved by the college. Separate record files may be maintained for the following categories: (1) academic, (2) medical, psychiatric and counseling, (3) placement , (4) financial aid, (5) disciplinary, (6) financial, and (7) veterans affairs. In addition, disciplinary records are maintained by the Vice President for Student Services. Student education records will be maintained and administered in accordance with the Family Educational Rights and Privacy Act of 1974, the guidelines for the implementation of this act, and other applicable federal and state statutes and regulations.

## STUDENT CODE

### I. Right to Due Process

At a minimum, any student charged with misconduct under this code is guaranteed the following: 1) the right to receive adequate notice of the charge(s); the right to see and/or hear information and evidence relating to the charge(s), and 3) the right to present information and evidence relating to the charge(s). Additional due process requirements will be identified in other sections of this Code.

### II. STUDENT RESPONSIBILITIES

- Students are expected to conduct themselves in a manner that is civil, that is respectful of the rights of others, and that is compatible with the college’s educational mission.
- Students are expected to comply with all of the college’s duly established rules and regulations regarding student behavior while on campus, while participating in off campus college sponsored activities, and while participating in off-campus clinical, field, internship, or in-service experiences.
- Students are expected to comply with all course requirements as specified by instructors in course syllabi and to meet the standards of acceptable classroom behavior set by instructors. Instructors will announce these standards during the first week of classes. If a student’s behavior disrupts class or jeopardizes the health, safety, or well-being of the student or others, the instructor will speak with the student regarding the disruption. If the unacceptable conduct or disruption continues, the instructor may dismiss the student for the remainder of the class period.
- Further disruption(s) by the student may result in a second dismissal and a written referral to the Vice President for Student Services. This written referral may result in the initiation of disciplinary action against the student.

### III. STUDENT CONDUCT REGULATIONS

The following list identifies violations for which students may be subject to disciplinary action. The list is not all inclusive, but it reflects the categories of inappropriate behavior and provides examples of prohibited behaviors.

#### A. Academic Misconduct

All forms of academic misconduct including, but not limited to, cheating on tests, plagiarism, collusion, and falsification of information may call for disciplinary action.

- Cheating on tests is defined to

include the following:

- Copying from another student’s test or answer sheet.
  - Using materials or equipment during a test not authorized by the person giving the test.
  - Collaborating with any other person during a test without permission.
  - Knowingly obtaining, using, buying, selling, transporting, or soliciting in whole or in part the contents of a test prior to its administration .
  - Bribing or coercing any other person to obtain tests or information about tests.
  - Substituting for another student, or permitting any other person to substitute for oneself.
  - Cooperating or aiding in any of the above.
- “Plagiarism” is defined as the appropriation of any other person’s work and the unacknowledged incorporation of that work in one’s own work.
  - “Collusion” is defined as knowingly assisting another person in an act of academic dishonesty.
  - “Fabrication” is defined as falsifying or inventing information in such academic exercises as reports, laboratory results, and citations to the sources of information.

#### B. Abuse of Privilege of Freedom of Speech or Assembly

No student, acting alone or with others, shall obstruct or disrupt any teaching, administrative, disciplinary, public service, research, or other activity authorized or conducted on the campus of the college or any other location where such activity is conducted or sponsored by the college. This disruption does not necessarily have to involve violence or force for the student to face disciplinary actions. In addition to administrative action, any person in violation of any federal, state, or local law will be turned over to the appropriate authorities.

#### C. Falsification of Information and other Acts Intended to Deceive

Falsification of information and other acts intended to deceive include, but are not limited to the following:

- Forging, altering, or misusing college documents, records, or identification cards.
- Falsifying information on college records.
- Providing false information for the purpose of obtaining a service.

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### D. Actions which Endanger Students and the College Community

Actions which endanger students and the college community include, but are not limited to the following:

1. Possessing or using on campus a firearm or other dangerous or potentially dangerous weapon unless such possession or use has been authorized by the college.
2. Possessing or using any incendiary device or explosive unless such possession or use has been authorized by the college.
3. Setting fires or misusing or damaging fire safety equipment.
4. Using, or threatening to use, physical force to restrict the freedom of action or movement of others or to harm others.
5. Endangering the health, safety, or well being of others through the use of physical, written, or verbal abuse, threats, intimidation, harassment, and coercion.
6. Sexual violence, which refers to physical sexual acts perpetrated against person's will or when a person is incapable of giving consent. Cases of alleged acts of sexual violence will be adjudicated through SBTCE procedure 3-2- 106.2.
7. Retaliating, or threatening to retaliate, against any person for filing a complaint, providing information relating to a complaint, or participating as a witness in any hearing or administrative process.

### E. Infringement of Rights of Others

Infringement of rights of others is defined to include, but is not limited to the following:

1. Stealing, destroying, damaging, or misusing college property or the property of others on campus or off campus during any college activity.
2. Sexually harassing another person. In addition to sexual violence, sexual harassment can include unwelcome sexual advances, requests for sexual favors, and other verbal, nonverbal, or physical conduct of a sexual nature, when submission to such conduct is made a term or condition of a student's education, a basis for academic conditions affecting the student, or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby

creating an intimidating or hostile learning environment. Cases of alleged acts of sexual harassment will be adjudicated through SBTCE procedure 3-2-106.2.

3. Stalking, which is defined as engaging in a course of conduct, through physical, electronic, or other means, that would place a reasonable person in fear for his/her safety, or that has, in fact, placed an individual in such fear. Where the stalking is based on sex, race, national origin, color, age, religion or disability, it may constitute harassment under other provisions of this Code.
4. Harassing conduct, including verbal acts and name calling; graphic and written statements, which may include the use of cell phones, the internet, or other electronic devices; and other conduct that may be physically harmful, threatening, or humiliating. Harassment based on race, national origin, color, age, sex, religion, or disability will be a violation of the Code when it is a basis for academic decisions affecting the student or the conduct is sufficiently serious to interfere with the student's academic performance or otherwise deny or limit the student's ability to participate in any aspect of the college's program, thereby creating an intimidating or hostile learning environment.
5. Engaging in any activity that disrupts the educational process of the college, interferes with the rights of others, or adversely interferes with other normal functions and services.

### F. Other Acts which Call for Discipline

Other acts which call for discipline include, but are not limited to the following:

1. Possessing, using, or distributing any narcotics or other unlawful drugs as defined by the laws of the United States or the State of South Carolina.
2. Possessing, using, or distributing on campus any beverage containing alcohol.
3. Violating institutional policies while on campus or off campus when participating in a college sponsored event or activity.
4. Violating any South Carolina and/or federal laws while on campus or off-campus when participating in a college sponsored event or activity.

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### IV. STUDENT DISCIPLINARY PROCEDURES

The procedures and sanctions that follow are designed to channel faculty, staff or student complaints against students, except for those complaints alleging acts of sexual violence or sexual harassment which are processed under SBTCE procedure 3-2-106.2. Because due process is essential in dealing with infractions of college regulations, any disciplinary actions taken and sanctions imposed on a student or student organization will follow the provisions of this Code.

#### A. Interim Suspension

In certain situations, the President, or President's designee, may temporarily suspend a student before the initiation of disciplinary procedures. Interim suspension may only be imposed when there is reason to believe that the continued presence of the accused student at the college poses a substantial and immediate threat to the student or to others or poses a serious threat of disruption of, or interference with, the normal operations of the college.

The interim suspension process follows:

1. The President, or President's designee, shall notify the Vice President for Student Services in writing about the nature of the alleged infraction, a brief description of the incident(s) and the student's name before 5:00 pm of the first class day following the decision to impose the interim suspension.
2. The Vice President for Student Services, or designee, will inform the student, in writing, about the decision to impose an interim suspension. This notice must either be hand delivered to the student, sent by e-mail, or sent by certified mail to the student's last known address within two instructional weekdays of receiving the information from the President, or designee. If sent by e-mail, a letter sent by certified mail to the student's last known address must still be mailed within two instructional weekdays of receiving the information from the President, or designee.

This letter must include the following information:

- a. the reason(s) for the interim suspension;
- b. notice that the interim suspension

does not replace the regular hearing process;

- c. information about requesting a hearing before the Hearing Committee; and
- d. notice that the student is denied access to the campus during the period of suspension without prior approval of the Vice President for Student Services.

#### B. Academic Misconduct

1. An instructor who has reason to believe that a student enrolled in his/her class has committed an act of academic misconduct must discuss the matter with the student. The instructor must advise the student of the alleged act of academic misconduct and the information upon which it is based. The student must be given an opportunity to refute the allegation. If the student chooses not to participate in the discussion, the instructor will make a decision based upon the available information.
2. If the instructor, after meeting with the student, determines that the student has engaged in academic misconduct as alleged, the instructor will inform the student about the decision and the academic sanction that will be imposed. The instructor may impose one of the following academic sanctions:
  - a. Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - b. Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - c. Assign a failing grade for the course.
  - d. Require the student to withdraw from the course.
3. If the student is found responsible for the academic misconduct, within five instructional weekdays of the meeting with the student, the instructor will submit a written report about the incident and the sanction imposed to the Vice President for Academic Affairs.
4. The Vice President for Academic Affairs, or designee, will send a letter to the student summarizing the incident, the finding, the terms of the imposed sanction, and informing the student that he/she may appeal the decision and/or the sanction by submitting a written request to the Vice President for Academic Affairs

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within seven instructional weekdays of the date of the Vice President for Academic Affairs's letter.

5. If the student requests an appeal, the Vice President for Academic Affairs, or designee, will send a certified letter to the student's last known address. This letter must contain the following information:
  - a. a restatement of the charge(s);
  - b. the time, place, and location of the appeal;
  - c. a list of witnesses that may be called; and
  - d. a list of the student's basic procedural rights. These rights follow:
    - i. The right to consult with counsel. The role of the person acting as counsel is solely to advise the student. Counsel may not participate in any of the questioning or make any statements on behalf of the student. The student will be responsible for paying any fees charged by his/her counsel.
    - ii. The right to present witnesses on one's behalf.
    - iii. The right to present evidence and notice that the Vice President for Academic Affairs, or designee, may determine what evidence is admissible.
    - iv. The right to know the identity of the person(s) bringing the charge(s).
    - v. The right to hear witnesses on behalf of the person bringing the charges.
    - vi. The right to testify or to refuse to testify without such refusal being detrimental to the student.
    - vii. The right to appeal the decision to the President.
  - e. A statement informing the student that the sanction imposed by the instructor will be held in abeyance pending the outcome of the appeal.

6. On the basis of the information presented at the appeal, the Vice President for Academic Affairs, or designee, will render one of the following decisions:
  - a. Accept the decision and the sanction imposed by the instructor.
  - a. Accept the instructor's decision but impose a less severe sanction.
  - b. Overturn the instructor's decision.
 Within two instructional weekdays of the meeting with the student, the Vice President for Academic Affairs, or designee, will send the student a

letter informing the student of the decision. The letter must also inform the student that the decision may be appealed to the College's President and that any appeal request must be written and must detail the reason(s) for the appeal. The student seeking the appeal must provide reasons for the appeal, which sets forth a statement that specifies the issues that further review is sought and any evidence, which supports the issue(s) on appeal. The written appeal must be sent to the President within five instructional weekdays of the receipt of the Vice President for Academic Affairs' decision.

After receiving the student's request, the President will review all written materials, non written materials, and evidence relating to this incident and render one of the following decisions:

- a. Accept the decision and the sanction imposed
- b. Accept the decision, but impose a less severe sanction
- c. Overturn the decision
- d. Remand the case to the Student Hearing Committee to be re-heard.

The President's decision is final and cannot be appealed further.

### C. STUDENT MISCONDUCT

Any member of the college community may file charges alleging a violation of the Code. A charge, that includes a description of the alleged violation, must be submitted in writing to the Vice President for Student Services as soon as possible after the incident occurs, but no later than 10 instructional weekdays after the incident, unless the person filing the charge demonstrates that exceptional circumstances prevented filing the charge within this time period. The Vice President for Student Services, or designee, will determine whether the circumstances merit an extension of the deadline.

#### 1. PRELIMINARY HEARING

Within five (5) instructional weekdays after the charge has been filed, the Vice President for Student Services, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the student. After discussing the alleged infraction with the student and reviewing available information, the Vice President for Student Services, or designee will decide whether the information presented during the meeting indicates that

the violation occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Vice President for Student Services, or designee, will base the decision upon the available information. If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- a. **Reprimand**--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- b. **Restitution**--Compensation for loss or damage to college property or the property of others while on the campus or at a college event or activity including but not limited to field trips, internships, and clinicals.
- c. **Special Conditions**--Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- d. **Disciplinary Probation**-- A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- e. **Loss of Privileges**-- Suspension or termination of particular student privileges.
- f. **Suspension from the college**-- Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Vice President for Student Services has been granted.
- g. **Expulsion from the college**-- Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Vice President for Student Services has

been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.

h. Any combination of the above. Within five (5) instructional weekdays of the preliminary hearing, the Vice President for Student Services, or designee, will send a certified letter to the student. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student disagrees with the decision or the sanction, the student may request a hearing before the Hearing Committee, that the student must submit this request no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Vice President for Student Services for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance should the student decide to go before the Hearing Committee.

## 2. HEARING COMMITTEE

**A. The Hearing Committee shall be composed of the following:**

- i. Three faculty members appointed by the Vice President for Academic Affairs and approved by the President.
- ii. Three student members appointed by the appropriate student governing body and approved by the President.
- iii. One member of the Student Services staff appointed by the Vice President for Student Services and approved by the President.
- iv. The Vice President for Student Services, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

**B. The Hearing Committee shall perform the following functions:**

- i. Hear cases of alleged violations of the Code of Student Conduct.
- ii. Insure that the student's procedural rights are met.
- iii. Make decisions based only on evidence and information presented at the hearing.
- iv. Provide the student with a statement of the committee's decision including findings of fact and, if applicable,

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impose one or more of the following sanctions:

### **a) Academic Misconduct**

- (cases sent to the Hearing Committee by the President)
- 1) Assign a lower grade or score to the paper, project, assignment or examination involved in the act of misconduct.
  - 2) Require the student to repeat or resubmit the paper, project, assignment, or examination involved in the act of misconduct.
  - 3) Assign a failing grade for the course.
  - 4) Require the student to withdraw from the course.

### **b) Student Misconduct**

- 1) Reprimand-A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- 2) Special Conditions-Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity .
- 3) Restitution-Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinicals.
- 4) Disciplinary Probation-A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- 5) Loss of Privileges-- Suspension or termination of particular student privileges.
- 6) Suspension from the college--Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Vice President for Student Services has been granted.
- 7) Expulsion from the college-- Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Vice President for Student Services has been granted . An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- 8) Any combination of the above.

### **c) Hearing Committee Procedures**

- 1) The Vice President for Student Services, or designee, shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
- 2) At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Vice President for Student Services, or designee, shall send a certified letter to the student's last known address. The letter must contain the following information:
  - a) A statement of the charge(s).
  - b) A brief description of the incident that led to the charge(s).
  - c) The name of the person(s) submitting the incident report.
  - d) The date, time, and place of the scheduled hearing.
  - e) A list of all witnesses who might be called to testify.
  - f) A statement of the student's procedural rights. These rights follow:
    - i. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
    - ii. The right to present witnesses on one's behalf.
    - iii. The right to know the names of any witnesses who may be called to testify at the

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- hearing.
- iv. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
- v. The right to present evidence; however ,the Hearing Committee will determine what evidence is admissible .
- vi. The right to know the identity of the person(s) bringing the charge(s).
- vii. The right to hear witnesses on behalf of the person bringing the charges.
- viii. The right to testify or to refuse to testify without such refusal being detrimental to the student.
- ix. The right to a fair and impartial decision.
- x. The right to appeal the Hearing Committee's decision.
- 3) On written request of the student, the hearing may be held prior to the expiration of the seven day advance notification period if the Vice President for Student Services, or designee, concurs with this change.
- 4) The Vice President for Student Services, or designee, may postpone the hearing due to circumstances beyond the control of the parties.

### **d) Hearing Committee Meetings**

- 1) The chair shall be appointed by the President from among the membership of the committee. Ex officio members of the committee may not serve as the chair of the committee.
- 2) Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for the student and for the college, witnesses who will be invited into the hearing and a person, mutually agreed upon by the committee and the student, to serve as the recorder.
- 3) The committee may identify someone to take written notes and the committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The

written notes and the recording will be maintained in the office of the Vice President for Student Services. The student may review the notes and listen to the recording under the supervision of the Vice President for Student Services or designee.

- 4) Witnesses shall be called in one at a time to make a statement and to respond to questions.
- 5) After hearing all of the information, the Hearing Committee will begin its deliberations. Using the standard "clear and convincing," which means that the information presented at the hearing would lead one to conclude that it is highly probable that the violation(s) occurred as alleged, the members will determine, by majority vote, whether the violation occurred as alleged. If it is determined that the violation(s) occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.
- 6) The Chair of the Hearing Committee will send a certified letter to the student's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the student about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform the student about the appeal process.

### **3) APPEAL**

If the student disagrees with either the decision or the sanction, the student may submit a written appeal to the college's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquires as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the

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authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee. The President's decision regarding disciplinary actions under the Student Code 3-2-106.1 are not grievable.

The President, or designee, will inform the student about the outcome of the appeal in a certified letter sent to the student's last known address.

### Student Code SBTCE 3-2-106.2

The Student Code for South Carolina Technical Colleges sets forth the rights and responsibilities of the individual student, identifies behaviors that are not consistent with the values of college communities, and describes the procedures that will be followed to adjudicate cases of alleged misconduct. This Code applies to behavior or complaints alleging acts of sexual violence or sexual harassment on college property, at college-sponsored activities and events, and to off campus behavior that adversely affects the college and/or the college community and the Code applies to all students from the time of applying for admission through the awarding of a degree, diploma, or certificate.

*The procedures described in SBTCE 3-2-106.2 will be followed to adjudicate alleged acts of sexual violence and sexual harassment.*

Sexual harassment is a form of discrimination prohibited by law as well as by the Student Code for the South Carolina Technical College System. In general, sexual harassment includes any advances, requests for sexual favors, sexual violence, and other verbal or physical conduct of a sexual nature that interferes with a student's ability to participate in or benefit from the college's programs or services. It may include such conduct as offensive jokes, slurs, name calling, physical assaults or threats, intimidation, ridicule or mockery, insults or put downs, and/or offensive objects or pictures.

Sexual assault is an extreme form of sexual harassment. It can be defined as a situation in which an individual is forced, threatened or coerced into sexual contact against his/ her free will, or without his/ her consent. Sexual assault may include, but is not limited to, sexual violence, date or acquaintance rape, sexual molestation,

unwanted sexual touching or having sexual contact with a person while knowing or having reason to know that the person is incapacitated in some way (i.e., due to drugs or alcohol).

Any student, or other member of the college community, who believes that he/she is or has been a victim of sexual harassment or sexual assault may file a report with the college's Vice President for Student Services, campus security office, or with the college's Title IX coordinator. The designated coordinator will work with the complaining student to mitigate any injury during the pendency of the investigation and proceedings. Colleges, through their designated coordinators, will change a victim's academic and living situations after an alleged sex offense and discuss the options for those changes, if those changes are requested by the victim and are reasonably available. The Title IX coordinator's office location and phone number are printed in the college's catalog and appear on the college's website.

Reports may also be filed by any other member of the college community. The student may also file a criminal report regarding the alleged conduct.

Due to the seriousness of these issues, the college will provide educational programs to promote the prevention and awareness of rape, acquaintance rape, and other forcible and non-forcible sex offenses, as well as sexual harassment awareness programs.

If the alleged harasser or violator of named in the report is an employee or third party, the case may be adjudicated through the South Carolina State Board for Technical and Comprehensive Education's (SBTCE) Student Grievance Procedure (SBTCE Procedure 3-2-106.2) and/or its Anti-Harassment Procedure (SBTCE 8-5-101.1).

If the alleged harasser or violator of this policy is a student, the case may be adjudicated through the process that follows.

#### 1. PRELIMINARY HEARING

Within 5 instructional weekdays after the charge has been filed, the Vice President for Student Services, or designee, shall complete a preliminary investigation of the charge and schedule a meeting with the alleged violator and, if needed, the victim.

After discussing the alleged infraction with the accused student and reviewing available information, the Vice President for Student Services, or designee will decide whether the information presented during the meeting indicates that the violation

occurred as alleged. When the student cannot be reached to schedule an appointment, or when the student fails to attend the meeting, the Vice President for Student Services, or designee, will base the decision upon the available information.

If the available information indicates that the violation occurred as alleged, then one of the following sanctions will be imposed:

- A. Reprimand--A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.
- B. Restitution--Compensation for loss or damage to college property or the property of others while on the campus, or at a college event or activity including but not limited to field trips, internships, and clinical settings.
- C. Special Conditions-Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
- D. Disciplinary Probation --A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
- E. Loss of Privileges-- Suspension or termination of particular student privileges.
- F. Suspension from the college-- Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Vice President for Student Services has been granted.
- G. Expulsion from the college--Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Vice President for Student Services has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
- H. Any combination of the above.

Within 5 instructional weekdays of the

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preliminary hearing, the Vice President for Student Services will send a certified letter to the student charged with violating the Student Code and to the victim. This letter will confirm the date of the preliminary hearing, identify the specific regulation(s) that the student allegedly violated, identify the decision, summarize the rationale, and, if the student violated the regulation(s), state the sanction that was imposed. This letter must also state that if the student charged with the violation or the victim disagrees with the decision or the sanction, either party may request a hearing before the Hearing Committee, that the request must be submitted no later than two instructional weekdays after receiving the decision letter unless a request is made and approved by the Vice President for Student Services for an extension, and that any decision made and sanction imposed at the preliminary hearing may be held in abeyance pending the outcome of the Hearing Committee's meeting.

#### 2. HEARING COMMITTEE

##### A. The Hearing Committee shall be composed of the following:

1. Three faculty members appointed by the Vice President for Academic Affairs and approved by the President.
2. Three student members appointed by the appropriate student governing body and approved by the President.
3. One member of the Student Services staff appointed by the Vice President for Student Services and approved by the President.
4. The Vice President for Student Services, or designee, who serves as an ex officio nonvoting member of the Committee and who presents the case.

##### B. The Hearing Committee shall perform the following functions:

1. Hear cases of alleged violations of the Code of Student Conduct.
2. Insure that the student's procedural rights are met.
3. Make decisions based only on evidence and information presented at the hearing.
4. Provide the student with a statement of the committee's decision including findings of fact and, if applicable, impose one or more of the following sanctions:
  - e. Reprimand-A written warning documenting that the student violated a student conduct regulation and indicating that subsequent violations could result in more serious disciplinary sanctions.

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- f. Special Conditions-Completion of a variety of educational activities, relating to the nature of the offense may be imposed. Examples include, but are not limited to, the following: a formal apology, an essay or paper on a designated topic, or participation in a special project or activity.
  - g. Restitution-Compensation for loss or damage to college property or the property of others while on the campus or loss or damage to property at a college event or activity, including but not limited to field trips, internships, and clinical settings.
  - h. Disciplinary Probation-A written reprimand documenting that the student violated a student conduct regulation. Probation is for a specified period of time and it serves as a warning that subsequent violations could most likely result in more serious disciplinary sanctions.
  - i. Loss of Privileges-Suspension or termination of particular student privileges.
  - j. Suspension from the college-Separation from the college for a specified period of time. Suspended students will not receive academic credit for the semester in which the suspension was imposed. During the suspension period, the student may not return to the campus unless prior permission by the Vice President for Student Services has been granted.
  - k. Expulsion from the college-Permanent separation from the college. An expelled student may not return to the campus unless prior permission by the Vice President for Student Services has been granted. An expelled student will not receive academic credit for the semester in which the expulsion was imposed.
  - l. Any combination of the above.
- C. Hearing Committee Procedures**
1. The Vice President for Student Services shall refer the matter to the Hearing Committee together with a report of the nature of the alleged misconduct, the name of the person(s) filing the complaint(s), the name of the student against whom the charge(s) has (have) been filed, and a summary of the findings from the preliminary hearing.
  2. At least seven instructional weekdays before the date set for the Hearing Committee's meeting, the Vice President for Student Services, or designee, shall send a certified letter to the charged student's last known address and to the victim's last known address. The letter must contain the following information:
    - a. A statement of the charge(s).
    - b. A brief description of the incident that led to the charge (s).
    - c. The name of the person(s) submitting the incident report.
    - d. The date, time, and place of the scheduled hearing.
    - e. A list of all witnesses who might be called to testify.
    - f. A statement of each party's procedural rights. These rights follow:
      - i. The right to consult counsel. This role of the person acting as counsel is solely to advise the student. Counsel may not address the Hearing Committee or participate in any of the questioning. The student has the responsibility for paying any of the counsel's fees and any other of the counsel's charges.
      - ii. The right to present witnesses on one's behalf.
      - iii. The right to know the names of any witnesses who may be called to testify at the hearing.
      - iv. The right to review all available evidence, documents, exhibits, etc., that may be presented at the hearing.
      - v. The right to present evidence; however, the Hearing Committee will determine what evidence is admissible.
      - vi. The right to know the identity of the person(s) bringing the charge(s).
      - vii. The right to hear witnesses on behalf of the person bringing the charges.
      - viii. The right to testify or to refuse to testify without such refusal being detrimental to the student.
      - ix. The right to a fair and impartial decision.
      - x. The right to appeal the Hearing Committee's decision.

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3. On written request of the charged student or the victim, the hearing may be held prior to the expiration of the seven day advance notification period if the Vice President for Student Services, or designee, concurs with this change.
4. The chairperson of the Hearing Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties.
  - a. Hearing Committee Meetings
    - i. The chair shall be appointed by the President from among the membership of the Committee. Ex officio members of the committee may not serve as the chair of the committee.
    - ii. Committee hearings shall be closed to all persons except the student, the person(s) initiating the charge(s), counsels for any student and for the College, witnesses who will be invited into the hearing and a person, mutually agreed upon by the Committee and the student(s), to serve as the recorder.
    - iii. The Committee may identify someone to take written notes and the Committee will have the hearing, with the exception of deliberations, recorded. No other party in the hearing may record the proceedings and no other party is entitled to a copy of the notes or the recording. The written notes and the recording will be maintained in the office of the Vice President for Student Services. The student may review the notes and listen to the recording under the supervision of the Vice President for Student Services or designee.
    - iv. Witnesses shall be called in one at a time to make a statement and to respond to questions.
    - v. After hearing all of the information, the Hearing Committee will go begin its deliberations. Using the "preponderance of evidence" standard, which means that it is more likely than not that the violation occurred as alleged, the members will determine, by majority vote, whether the violation occurred. If it is

determined that the violation occurred as alleged, by majority vote, the members will decide upon the appropriate sanction.

- vi. The Chair of the Hearing Committee will send a certified letter to the student's and to the victim's last known address within two instructional weekdays of the Committee's decision. The letter shall inform the students about the Committee's decision, the date of the decision, and, if applicable the sanction(s) imposed. The letter will also inform each recipient about the appeal process.
  - a. When the case results in a finding that the student engaged in an act of sexual violence, the Chair's letter to the victim will also include the sanction imposed by the Hearing Committee.
  - b. When the case results in a finding that the student engaged in an act of non-violent sexual harassment, the Chair's letter to the victim will only include the sanction imposed by the Hearing Committee if the sanction directly relates to the victim (e.g., the harasser has been directed to stay away from the victim while on the college's campus).

### 3. APPEAL

If either student disagrees with the decision or, only in the cases involving charges of sexual violence, the sanction, the student may submit a written appeal to the College's President. This letter must be submitted within ten instructional weekdays of the date on which the Hearing Committee made its decision. The written appeal must include a statement indicating why the student disagrees with the Hearing Committee's findings.

The President, or designee, shall review the Hearing Committee's findings, conduct whatever additional inquiries as deemed necessary, and render a decision within ten instructional weekdays of receiving the appeal. The President, whose decision is final, shall have the authority to approve, modify, or overturn the Hearing Committee's decisions and, if needed, void the process and reconvene another Hearing Committee.

The President, or designee, will inform each student about the outcome of the appeal in a certified letter sent to the student's last known address.



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### Student Code SBTCE 3-2-106.3

#### I. PURPOSE

The purpose of the student grievance procedure is to provide a system to channel and resolve student complaints against a college employee concerning decisions made or actions taken. A decision or action can be grieved only if it involves a misapplication of a college's policies, procedures, or regulations, or a state or federal law.

This procedure may not be used in the following instances: 1) to grieve a claim against a college employee for any matter unrelated to the employee's role or position at the college; 2) for complaints or appeals of grades awarded in a class or for an assignment, unless the complaint is based upon alleged discrimination on the basis of age, gender, race, disability or veteran's status or on the basis of alleged sexual harassment; or 3) to grieve a decision for which other grievance or appeal procedures exist (e.g., appeal of a disciplinary case, a residency appeal, a financial aid appeal, FERPA grievances, transfer credit evaluations, etc.).

The student filing the grievance must have been enrolled at the college at the time of decision or action being grieved and must be the victim of the alleged mistreatment. A grievance cannot be filed on behalf of another person.

#### II. DEFINITIONS

When used in this document, unless the content requires other meaning,

**"Grievable Act or Decision"** means a misapplication of a college's policies, procedures, or regulations, or a violation of a state or federal law.

**"Days"** means an instructional weekday, excluding Saturday and Sunday and all days in which the college is closed.

These definitions are in addition to those found in Student Code 3-2-106.1, General Provisions section, IV Definitions in this Planner.

#### III. GRIEVANCE PROCESS

##### A. Filing a Complaint

This procedure must be initiated by the student within 30 instructional weekdays of becoming aware of the decision, action, or event giving rise to the grievance. This time limit may be extended by the President or his/her designee, if the student requests an extension within the 30 day period.

Before initiating the Student Grievance

process, a student may go to the college employee who originated the alleged problem and attempt to resolve the matter informally. In instances alleging discrimination or harassment, including sexual harassment and violence, the student is not required to initially try to resolve the matter with the person alleged to have committed the violation under this policy. Where applicable, if the student is not satisfied with the outcome of this meeting or if the student prefers to ignore this step, then the student may file a written complaint and initiate the grievance process. This written complaint should describe the decision or action that is being grieved, the date of the decision or action, and the college employee(s) involved in the decision or action.

1. Written complaints about alleged discrimination or harassment on the basis of age, gender, race, color, national origin, disability or veteran's status and written complaints about alleged sexual harassment or violence shall be submitted to the employee(s) designated in the college's Statement of Nondiscrimination to coordinate Section 504, Title II, and Title IX compliance.
2. Written complaints about decisions and actions not related to discrimination on the basis of age, gender, race, disability, veteran's status, or sexual harassment shall be submitted to the college's Vice President for Student Services.
3. Any written complaint naming the college's President as the person whose alleged action or decision originated the problem shall be submitted to the President of the South Carolina Technical College System.

##### B. Pre-Hearing

The person receiving the student's written complaint will send a written acknowledgement to the student no later than two instructional weekdays after receiving the written complaint.

The person receiving the complaint will forward the complaint to the immediate supervisor of the employee named in the complaint no later than two instructional weekday days after it has been received. When the President is named in the complaint, the South Carolina Technical College System's Vice President of Academic Affairs will be responsible for the pre-hearing.

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As a part of the effort to resolve the matter, the supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, will consult, as needed, with the employee named in the complaint, the student filing the complaint, and Chief Administrative Officer of the division or component concerned.

The supervisor, or the South Carolina Technical College System's Vice President for Academic Affairs, shall respond in writing to the student within ten instructional weekdays of receipt of the complaint. The response, sent by certified mail, shall include a summary of the findings and, as needed propose the steps that shall be taken to resolve the complaint. If the student does not agree with the proposed resolution, the student may request to have the complaint heard by the Student Grievance Committee.

When the College's President is named in the complaint, the President of the South Carolina Technical College System will convene a three person ad hoc committee consisting of System Presidents to hear the student's complaint.

#### C. Student Grievance Hearing

##### 1. Requesting a Hearing

- a. The student must submit a written request for a Grievance Hearing to the Vice President for Student Services within five instructional weekdays after receiving the supervisor's written response and no later than fifteen instructional days after the supervisor sent the summary of findings. The request must include a copy of the student's original written complaint, a copy of the supervisor's response, and a statement describing why the supervisor's response was unsatisfactory.
- b. If the student does not submit the written request for a hearing within fifteen instructional weekdays, and the student can demonstrate that extenuating circumstances resulted in the failure to meet this deadline, the Vice President for Student Services may allow the hearing to take place.
- c. Within two instructional days of receiving the request for a hearing, the Vice President for Student Services shall notify the President or, as appropriate, the System President about the need to convene a Student Grievance Committee or an ad hoc committee of System Presidents. These committees shall be formed to hear specific complaints and a

new committee may be formed each time a grievance covered by this procedure is filed.

##### 2. Grievance Committees

- a. Student Grievance Committee-- The President must approve all recommended members. The committee shall be composed of the following:
  - i. Three students recommended by the governing body of the student body.
  - ii. Two faculty members recommended by the Vice President for Academic Affairs.
  - iii. One Student Services staff member recommended by the Vice President for Student Services.
  - iv. One administrator, other than the Vice President for Student Services, to serve as the Committee's chairperson.
  - v. The Vice President for Student Services, or designee, who serves as an ex officio, nonvoting member of the committee.
- b. Ad hoc Committee of Presidents-- The President of the South Carolina Technical College System will select three System Presidents to serve on this committee and identify one of the three Presidents to serve as the chairperson for the hearing.
- c. The Vice President for Student Services, or designee, will send copies of the student's request for a hearing to the committee members, the employee, and the employee's supervisor. The employee against whom the grievance was filed has an opportunity to submit his/her response to the request for a hearing to the Committee prior to the hearing.
- d. The Student Grievance Committee's meeting(s) shall be conducted within twenty-one instructional weekdays following the date of the request. The chairperson may grant a postponement if either party submits a written request no later than five instructional weekdays prior to the scheduled meeting. The chairperson of the Student Grievance Committee, in his/her discretion, may postpone the hearing due to circumstances beyond the control of the parties. The re-scheduled hearing must take place within ten instructional weekdays of the date of the previously scheduled hearing.
3. Hearing Procedures
  - a. The Vice President for Student Services, or designee, shall send



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a certified letter to the student filing the complaint and to the employee(s) named in the complaint at least five instructional weekdays before the scheduled hearing. This letter shall include:

- i. a brief description of the complaint, including the name of the person filing the complaint;
- ii. the date, time, and location of the meeting;
- iii. the name of any person who might be called as a witness.
- iv. a list of the student's procedural rights. These rights follow:
  - a) The right to review all available evidence, documents or exhibits that each party may present at the meeting. This review must take place under the supervision of the Vice President for Student Services, or designee.
  - b) The right to appear before the Hearing Committee and to present information and additional evidence, subject to the Committee's judgment that the evidence is relevant to the hearing.
  - c) The right to consult with counsel. This person serving as counsel may not address the committee, question the employee(s) named in the complaint, or any witnesses. The student will be responsible for paying any fees charged by the advisor.
  - d) The right to present witnesses who have information relating to the complaint. Witnesses will be dismissed after presenting the information and responding to questions posed by the Grievance Committee, the student filing the complaint, and the employee(s) named in the complaint.
- b. At least ten (10) instructional weekdays before the scheduled hearing the parties must submit the names of persons that the parties anticipate calling as witnesses as well as any evidence that the parties intend to introduce at the hearing.
- c. Hearings are closed to the public. When testimony is being given, only the committee members, the student and his/her advisor, the employee and his/her advisor, and the witness giving testimony may be present. During deliberations, only the members of the Committee may be present.
- d. Hearings are informal and a tape

recording of the testimony presented during the hearing may be made. The Committee's deliberations are not tape recorded. After resolution of the appeal, the tape recording will be kept for three months in the office of the Vice President for Student Services, or designee. The student filing the complaint or the employee(s) named in the complaint may listen to this tape recording under the supervision of the Vice President for Student Services, or designee.

- e. The Committee may question the student and the employee(s). The Committee may also question the employee's (employees') supervisor(s) and any additional witnesses that it considers necessary to render a fair decision. Questions must be relevant to the issues of the grievance.
- f. Both parties to the grievance may ask questions of the other during the hearing. These questions must be relevant to the issues stated in the written complaint. The Chairperson of the Committee will determine the appropriateness of the questions.
- g. The Committee bears the burden of determining whether the allegations are supported by the information available through the hearing. The Committee will use a preponderance of the evidence standard in making this determination.
- h. The Committee shall decide the solution of the grievance by a majority vote. In case of a tie, the chairperson may vote.
- i. The chairperson shall forward a copy of the Committee's decision to the student filing the complaint and to the employee(s) named in the complaint within two instructional weekdays of the Committee's decision. This letter will include a rationale for the Committee's decision and inform the student and employee(s) that they have a right to appeal the Committee's decision.

### D. Appeal Process

If either party is not satisfied with the Student Grievance Committee's decision, that person may submit a written appeal to the President of the College within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render

a decision within ten instructional weekdays of receipt of the appeal. The President's decision is final and this decision cannot be the sole reason for filing a grievance against the President.

If either party is not satisfied with the System Office's ad hoc Committee of System Presidents' decision, that person may submit a written appeal to the President of the South Carolina Technical College System within ten instructional weekdays of the Committee's decision. The written appeal must include a statement indicating why the person was not satisfied with the Committee's decision. The System President shall review the Committee's findings, conduct whatever additional inquiries are deemed necessary and render a decision within ten instructional weekdays of receipt of the appeal. The System President's decision is final.

## FERPA (Privacy Act)

### Family Educational Rights and Privacy Act

The Family Educational Rights and Privacy Act of 1974, also known as FERPA or the Buckley Amendment, protects the privacy of student education records while allowing colleges to maintain campus safety.

FERPA requires colleges to keep education records confidential. The education records of students and formerly enrolled students consist of those records, files, documents and other materials directly related to a student that the college maintains, including digital records.

Colleges may disclose records without the consent of the student, if the disclosure meets one of the statutory exemptions, or if the disclosure is directory information and the student has not placed a hold on release of directory information. Directory information includes: name of student, address (both local, including e-mail address and permanent), telephone number (both local and permanent), dates of registered attendance, enrollment status (e.g. full-time or part-time), school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and unique student identifier numbers (not Social Security Number).

Students who do not wish to be included in the directory must contact the Registrar's office.

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Transcripts are issued by the Registrar's office. FERPA requires that an individual release form is signed by the student for each company, school or individual to whom you desire information released. Parents or guardians of dependent students may access dependent student records by completing a request form and providing appropriate documentation verifying the dependent status of the student to the office of the Vice President for Student Services.

**\*NOTE\*** Due to the Family Educational Rights and Privacy Act (FERPA) only a student him/herself can initiate a password reset request. Even if the student is a minor, parents may not request on behalf of the student.

For additional information on the Confidentiality of Student Records go to [http://www.tridenttech.edu/4950\\_5343.htm](http://www.tridenttech.edu/4950_5343.htm)

## Academic Complaints By Students

Most academic matters generally will be left to the discretion of the faculty member; however, students may follow the procedure below concerning academic complaints. No retaliation or adverse action will be taken against the student for filing the complaint.

1. The student must first notify the faculty member of the complaint within 10 working days of the incident which generates the complaint.
2. The faculty member will discuss the matter with the student within 10 working days of this notice.
3. If the matter is not resolved in this informal conference, the student may file a written complaint with the faculty member's supervisor. Complaint forms are available in all academic division offices.
4. The supervisor must respond to the complaint within five working days of receipt of the complaint.
5. If the matter is still not resolved, the student will have five working days to present the written complaint to the next level supervisor (the dean or Assistant Vice President for Instruction).
6. If the matter is still not resolved, the student will have five working days to present the written complaint to the Vice President for Academic Affairs. In all cases, the decision of the vice president will be final.

## Faculty Employment and Evaluation

### English Fluency Requirements

#### I. General Information

##### A. Purpose

These procedures were developed to comply with Tech policy 8-2- 109.1 and the English Fluency in Higher Education Act of 1991. The purpose of these procedures is to define methods to ensure that all permanent and adjunct faculty whose first language is other than English and who teach one or more credit courses possess adequate proficiency in both the written and spoken English language and that an appropriate response be given to the student complaints regarding an instructor's English fluency.

##### B. Exclusions

This policy does not apply to the following instructional settings: continuing education courses; student participatory and activity courses such as clinics, studio and seminars; special arrangement courses; courses designed to be taught predominantly in a foreign language; and courses taught by visiting instructors.

#### II. Procedural Guidelines

- A. Applicants for permanent and adjunct faculty vacancies will proceed through the College's normal screening process with assessment based on standard job-related criteria to include perceived written and oral communication abilities.
- B. If an applicant becomes a finalist for a faculty position but his/her written or oral English proficiency is judged by the dean to require further evaluation, then the applicant will be referred to an English Fluency Evaluation Committee, hereafter referred to as the Committee. The committee will ensure that an English fluency evaluation is made on the basis of the following criteria. The applicant will be evaluated by the committee through the performance of the following minimum proficiency exercise:
  - 1. Writing an analysis of at least 350 words in English of a scholarly paper written in English and related to the subject area.

- 2. Conducting an oral instructional presentation for a time period equivalent to a class period and related to the subject area. At least half of the presentation should use the lecture method.

- C. The committee will include representatives from the following:
  - 1. One representative from the Vice President for Academic Affairs office;
  - 2. One representative from Developmental Studies Reading;
  - 3. One representative from curriculum English;
  - 4. One representative from Employee Relations. The committee will ensure that appropriate procedures are used to provide a favorable environment for the exercises, as well as controls and security to ensure that the exercises completed by the applicants are independent and original work. Candidates must be judged by Committee consensus as proficient in both exercises described in No. 2.
- D. Any grievances under this procedure are to be filed with the office of the Vice President for Academic Affairs. When a student files a grievance regarding the English fluency of an instructor, the instructor will be referred within 10 working days to the English Fluency Evaluation Committee for a proficiency evaluation using procedures and methods described in No.1 and No.2.
- E. An instructor who is judged proficient by the committee will continue teaching assignments without any further action. A permanent instructor judged deficient by the committee will be given 120 calendar days to develop sufficient skill to be judged proficient by the Evaluation Committee. If during this time the instructor has not shown evidence of satisfactory progress in overcoming the deficiency, additional action up to and including termination may be taken. The process of notification of need for correction of the deficiency as well as the maximum time allowed for correction are defined specifically in TTC Policy 8-0-0, Faculty Performance Management System.
- F. Any adjunct instructor judged deficient by the committee may be immediately terminated.
- G. The College's Human Resources office will annually report to SBTCE a recap

of grievances filed by students under the provisions of this policy and any invocation of the fluency proficiency guidelines herein.

## Faculty Evaluations

Trident Technical College continually strives to improve the quality of instruction. One of the College's most significant tools in this improvement effort is the Student Evaluation of Courses and Instructors. Collectively, students are the individuals best prepared to judge the quality of instruction.

The evaluation process is designed to protect each student's confidentiality. The evaluation form allows students to respond to questions related to the quality of their classroom experience. Students also are encouraged to write personal comments regarding any aspect of the course or instructor. Since the results are used to make changes in course content and to improve performance, it is important for students to be accurate and honest.

This evaluation is an online process, which sends the instrument directly to the student's e-mail account.

After all evaluations have been submitted, an independent, nonacademic office compiles the results. The final results for each course and instructor are shared with the appropriate academic department and are used to improve the quality of courses and instruction.

## Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina (Revised 12/2009)

The South Carolina Course Articulation and Transfer System serves as the primary tool and source of information for transfer of academic credit between and among institutions of higher education in the state. The system provides institutions with the software tools needed to update and maintain course articulation and transfer information easily. The student interface of this system is the South Carolina Transfer and Articulation Center (SCTRAC) web portal: [www.SCTRAC.org](http://www.SCTRAC.org). This web portal is an integrated solution to meet the needs of South Carolina's public colleges and universities and their students and is designed to help students make better choices and avoid taking courses which will not count toward their degree. Each institution's student information system interfaces with [www.SCTRAC.org](http://www.SCTRAC.org) to help students and institutions by saving time and effort while ensuring accuracy and timeliness of information.

### Admissions Criteria, Course Grades, GPA's, Validations

All four-year public institutions will issue a transfer guide annually in August or maintain such a guide online. Information published in transfer guides will cover at least the following items:

- A. The institution's definition of a transfer student.
- B. Requirements for admission both to the institution and, if more selective, requirements for admission to particular programs.
- C. Institutional and, if more selective, programmatic maximums of course credits allowable in transfer.
- D. Information about course equivalencies and transfer agreements.
- E. Limitations placed by the institution or its programs for acceptance of standardized examinations (e.g., SAT, ACT) taken more than a given time ago, for academic coursework taken elsewhere, for coursework repeated due to failure, for coursework taken at another institution while the student is academically suspended at his/her

home institution, and so forth.

- F. Information about institutional procedures used to calculate student applicants' GPAs for transfer admission. Such procedures will describe how nonstandard grades (withdrawal, withdrawal failing, repeated course, etc.) are evaluated; and they will also describe whether all coursework taken prior to transfer or only coursework deemed appropriate to the student's intended four-year program of study is calculated for purposes of admission to the institution and/or programmatic major.
- G. Institutional policies related to "academic bankruptcy" (i.e., removing an entire transcript or parts thereof from a failed or underachieving record after a period of years has passed) so that re-entry into the four-year institution with course credit earned in the interim elsewhere is done without regard to the student's earlier record.
- H. "Residency requirements" for the minimum number of hours required to be earned at the institution for the degree.

### South Carolina Transfer and Articulation Center (SCTRAC)

All two- and four-year public institutions will publish information related to course articulation and transfer, including but not limited to items A through D mentioned above, on the South Carolina Transfer and Articulation Center website ([www.SCTRAC.org](http://www.SCTRAC.org)). Course equivalency information listing all courses accepted from each institution in the state (including the 86 courses in the Statewide Articulation Agreement) and their respective course equivalencies (including courses in the "free elective" category) will be made available on [www.SCTRAC.org](http://www.SCTRAC.org). This course equivalency information will be updated as equivalencies are added or changed and will be reviewed annually for accuracy. Additionally, articulation agreements between public South Carolina institutions of higher education will be made available on [www.SCTRAC.org](http://www.SCTRAC.org), will be updated as articulation agreements are added or changed, and will be reviewed annually for accuracy. All other transfer information published on [www.SCTRAC.org](http://www.SCTRAC.org) will be reviewed at least annually and updated as needed.

### Statewide Articulation of 86 Courses

The Statewide Articulation Agreement

of 86 courses approved by the South Carolina Commission on Higher Education for transfer from two- to four-year public institutions is applicable to all public institutions, including two-year institutions and institutions within the same system. In instances where an institution does not have courses synonymous to ones on this list, it will identify comparable courses or course categories for acceptance of general education courses on the statewide list. This list of courses is available online at [www.che.sc.gov](http://www.che.sc.gov) as well as on [www.SCTRAC.org](http://www.SCTRAC.org).

### Statewide Transfer Blocks

The Statewide Transfer Blocks established in 1996 will be accepted in their totality toward meeting baccalaureate degree requirements at all four-year public institutions in relevant four-year degree programs. Several Transfer Blocks were updated in March 2009: Arts, Humanities, and Social Sciences; Business; Engineering; and Science and Mathematics; the remaining Transfer Blocks, Teacher Education and Nursing, are currently being revised. The courses listed in each Transfer Block will be reviewed periodically by the Commission's Academic Affairs staff in consultation with the Advisory Committee on Academic Programs to ensure their accuracy, and the Transfer Blocks will be updated as needed.

For the Nursing Transfer Block, by statewide agreement, at least 60 semester hours will be accepted by any public four-year institution toward the baccalaureate completion program (BSN) from graduates of any South Carolina public associate degree program in nursing (ADN), provided that the program is accredited by the National League for Nursing Accrediting Commission or the Commission on Collegiate Nursing Education and that the graduate has successfully passed the National Licensure Examination (NCLEX) and is a currently licensed Registered Nurse.

Any student who has completed either an Associate of Arts or Associate of Science degree program at any public two-year South Carolina institution which contains the total coursework found in the Arts, Humanities, and Social Sciences or the Science and Mathematics Transfer Block will automatically be entitled to junior-level status or its equivalent at whatever public senior institution to which the student might have been admitted. However, as agreed by the Advisory Committee on Academic Programs, junior status applies only to campus activities such as priority order for registration for courses, residence hall assignments, parking, athletic event

tickets, etc. and not in calculating academic degree credits.

For a complete listing of all courses in each Transfer Block, see <http://www.che.sc.gov/AcademicAffairs/TRANSFER/Transfer.htm>.

## Assurance of Transferability of Coursework Covered by the Transfer Policy

Coursework (i.e., individual courses, transfer blocks, and statewide agreements) covered within this transfer policy will be transferable if the student has completed the coursework with a "C" grade (2.0 on a 4.0 scale) or above. However, the transfer of grades does not relieve the student of the obligation to meet any GPA requirements or other admissions requirements of the institution or program to which application has been made. In addition, any four-year institution which has institutional or programmatic admissions requirements for transfer students with cumulative grade point averages (GPAs) higher than 2.0 on a 4.0 scale will apply such entrance requirements equally to transfer students from regionally accredited South Carolina public institutions regardless of whether students are transferring from a four-year or two-year institution.

Any coursework covered within this transfer policy will be transferable to any public institution without any additional fee and without any further encumbrance such as a "validation examination," "placement examination/instrument," "verification instrument," or any other stricture, notwithstanding any institutional or system policy, procedure, or regulation to the contrary.

## Assurance of Quality

All claims from any public two- or four-year institution challenging the effective preparation of any other public institution's coursework for transfer purposes will be evaluated by the staff of the Commission on Higher Education in consultation with the Advisory Committee on Academic Programs. After these claims are evaluated, appropriate measures will be taken to ensure that the quality of the coursework has been reviewed and approved on a timely basis by sending and receiving institutions alike.

## Transfer Officers

Each institution will provide the contact information for the institution's Transfer Office personnel, including telephone numbers, office address, and e-mail address, on its website and on [www.SCTRAC.org](http://www.SCTRAC.org).

Transfer office personnel will:

- Provide information and other appropriate support for students considering transfer and recent transfers.
- Serve as a clearinghouse for information on issues of transfer in the state of South Carolina.
- Provide definitive institutional rulings on transfer questions for the institution's students under these procedures.
- Work closely with feeder institutions to assure ease in transfer for their students.

## Statewide Publication and Distribution of Information on Transfer

The staff of the Commission on Higher Education will place this document on the Commission's website under the title "Transfer Policies." In addition, information about transfer, including institutional policies, course equivalencies, and articulation agreements, will be published and distributed by all public institutions through transfer guides and be made available on [www.SCTRAC.org](http://www.SCTRAC.org). Furthermore, course catalogs for each public two- and four-year institution will contain a section entitled "Transfer: State Policies and Procedures." This section will:

- A. Include the Transfer Policy for Public Two-Year and Four-Year Institutions in South Carolina.
- B. Refer interested parties to [www.SCTRAC.org](http://www.SCTRAC.org) as well as to the institutional Transfer Guide and institutional and Commission on Higher Education's websites for further information regarding transfer.

For state-wide information about articulation agreements and course equivalencies, go to [www.sctrac.org](http://www.sctrac.org) and [www.che.sc.gov/academicaffairs](http://www.che.sc.gov/academicaffairs).

For more information regarding transfer to four-year colleges and universities, contact Susan Norton, assistant vice president of Academic Programs, or visit our Web site at [www.tridenttech.edu](http://www.tridenttech.edu).

## Residency Requirements for Public Colleges in South Carolina

The South Carolina Commission on Higher Education (SCCHE) monitors the residency laws and regulations for tuition and fees at all public colleges and universities in the state of South Carolina. Students can review the residency requirements at <http://www.che.sc.gov/StudentServices/Residency/Residency.htm>.

## Alcohol and Drug Use

### Policy and Information for Employees and Students of the South Carolina Technical College System

It is the policy of the South Carolina Technical College System to provide a drug free, healthful, safe and secure work and educational environment. Employees and students are required and expected to report to their work, class or student activities in appropriate mental and physical condition to meet the requirements and expectations of their respective roles. The South Carolina Technical College System prohibits the unlawful manufacture, distribution, dispensation, possession or use of narcotics, drugs, other controlled substances or alcohol at the workplace and in the educational setting. Unlawful for these purposes means in violation of federal/state/local regulations, policy, procedures, rules, as well as legal statutes. Workplace means either on agency premises or while conducting agency business away from the agency premises. Educational setting includes both institutional premises or in approved educational sites off campus.

In order to prevent the consequences of alcohol and other drug abuse at the workplace and in the educational setting, the South Carolina Technical College System has implemented this policy to ensure a drug-free work and educational environment.

The South Carolina Technical College System recognizes that chemical dependency through use of controlled or uncontrolled substances, including alcohol, is a treatable illness. The agency supports and recommends employee and student rehabilitation and assistance programs and encourages employees and students to use such programs.

All locations also will implement drug-free

awareness programs for employees and students. Such programs will annually ensure that employees and students are aware that:

1. Alcohol and other drug abuse at the workplace and in the educational setting is dangerous because it leads to physical impairment, loss of judgement, safety violations and the risk of injury, poor health or even death. Health risks and effects of controlled substances and alcohol will be provided to students and employees.
2. Alcohol and other drug abuse also can significantly lower performance on the job and in the classroom, thus impacting on the agency and the College mission, as well as seriously affect the student's educational and career goals.
3. Employees must report any personal conviction under a criminal drug statute, for conduct at the workplace, to their human resources officer within five days.
4. It is a condition of employment and admission that all employees and students must abide by the policy on alcohol and other drug use as well as related procedures statements/laws/guidelines. Violation of any provision may result in disciplinary action up to and including termination or expulsion respectively, and may have further legal consequences consistent with federal and state laws and regulations. Additionally, management may require an employee or student to enter an employee/ student assistance or drug rehabilitation program as a condition of employment or enrollment.
5. Use of employee assistance programs (EAP), student assistance programs (SAP), or drug/alcohol rehabilitation services is encouraged.

## South Carolina Laws Alcohol

### Purchasing Beverages for Underaged Person

It is unlawful for a person who purchases beer or wine while on licensed premises to give the beer or wine to a person to whom beer or wine cannot lawfully be sold, for consumption on the premises.

**Penalty** - Fined not less than fifty nor more than one hundred dollars or imprisoned for not more than thirty days. (Code 61-4-80)

### Purchasing Beverages with False Identification

It is unlawful for a person to whom beer or wine cannot



be lawfully sold to knowingly give false information concerning his age for the purpose of purchasing beer or wine.

**Penalty** - Fined not less than fifty nor more than one hundred dollars or be imprisoned for not more than thirty days. (Code 61-4-60)

#### **Transfer of Beer or Wine for Underage Person**

- It is unlawful for a person to transfer or give to a person under the age of twenty-one years for the purpose of consumption of alcoholic liquors at any place in the State.

**Penalty** - Fined not more than two hundred dollars or imprisoned not more than thirty days. A person found guilty of a violation of Code 61-6-4070 and this section may not be sentenced under both sections for the same offense. The provisions of this section do not apply to a spouse over the age of twenty-one giving beer or wine to his spouse under the age of twenty-one in their home; to a parent or guardian over the age of twenty-one giving beer or wine to his children or wards under the age of twenty-one in their home; or to a person giving beer or wine to another person under the age of twenty-one in conjunction with a religious ceremony or purpose if the beer or wine was lawfully purchased. The provisions of this section do not apply to a person who gives, serves, or permits to be served any beer, ale, porter, wine, or other similar malt or fermented beverage to a student under the age of twenty-one if:

1. the person is an authorized instructor of an accredited college or university and is twenty-one years of age or older;
2. the student, eighteen years of age or older, is enrolled in the accredited college or university and is a student in a culinary course which has been approved through review by the State Commission on Higher Education, and the beverage is delivered as part of the student's required curriculum and is used only for instructional purposes during classes conducted pursuant to such curriculum;
3. the student is required to taste, but not consume or imbibe, the beverage during classes conducted under the supervision of the authorized instructor pursuant to the curriculum.

4. the beverage is never offered for consumption or imbibed by the student; and
5. the beverage at all times remains in the possession and control of the authorized instructor.

#### **Sale of Beverages to Persons Under Twenty-one**

- It is unlawful for a person to sell beer, ale, porter, wine, or other similar malt or fermented beverage to a person under twenty-one years of age.

**Penalty** - Fined not less than one hundred dollars nor more than two hundred dollars or imprisoned not less than thirty days nor more than sixty days, or both, in the discretion of the court. (Code 61-4-50) See also Code 61-6-4080 for alcoholic liquors.

#### **Contributing to the Delinquency of a Minor**

- It is against the law for any person over 18 to knowingly and willfully influence a minor to violate any law or municipal ordinance.

**Penalty** - Fine up to \$3,000 and/or confinement up to three years. (Code 16-17-490)

#### **Open Containers in Motor Vehicles**

- It is unlawful for a person to have in his possession, except in the trunk or luggage compartment, beer or wine in an open container in a moving vehicle of any kind which is licensed to travel in this state or any other state and that may travel upon public highways of this State. This section must not be construed to prohibit the transporting of beer or wine in a closed container.

**Penalty** - Fine not more than one hundred dollars or imprisoned not more than thirty days. (Code 61-4-110) See also Code 61-6-4020 for alcoholic liquors.

### **Other Drugs**

#### **Possession and Distribution of Drugs**

It is illegal to have, to make or intend to distribute any controlled substance, i.e., cocaine, crack, marijuana, etc.

**Penalty** - Varies depending upon the circumstances under which the arrest was made and the amount of drugs. Fines up to \$200,000, confinement up to 30 years, and mandatory driver's license suspension of six months-one year. (Code 44-53-370)

**Distribution Near School** - It is against the law and a separate offense to distribute, sell, make or have a controlled substance within a "specified"

distance of schools, technical colleges, and/or colleges/universities.

**Penalty** - Fine up to \$10,000 and/or confinement up to 10 years. (Code 44-53-445)

#### **Distribution to Persons Under Eighteen**

It is illegal to distribute a controlled substance to a person under eighteen.

**Penalty** - Imprisoned up to 20 years and fined up to \$30,000 (Code 44-53-440)

**Public Disorderly Conduct** - Any person found on any public highway or in any public place who is intoxicated or disorderly may be charged with disorderly conduct.

**Penalty** - Fine up to \$100 or confinement up to 30 days. (Code 16-17-530) 36

#### **Alteration or Falsification of License**

- It is against the law to lend, issue, sell, alter, or use your license, or anyone's license or a fictitious license (fake ID) for an unlawful purpose.

**Penalty** - Fine up to \$2,500 and/or confinement up to 6 months. (Code 56-1-515)

#### **Driving Under the Influence (DUI)**

It is unlawful for persons under the influence of alcohol or other drugs to drive.

**Penalty** - First offense - not less than \$400 fine; imprisonment up to 30 days; driver's license suspension 6 months-permanent. (Code 56-5-2930/2940)

#### **Felony Driving Under the Influence**

If you cause bodily harm or death to someone while under the influence of alcohol, drugs or any combination, you are guilty of a felony DUI.

**Penalty** - For bodily harm, a mandatory fine up to \$10,000 and mandatory confinement up to 15 years. For death, mandatory fine up to \$25,000 and mandatory confinement up to 25 years. (Code 56-5-2945)

#### **Consent for Testing**

Anyone who has driven on South Carolina highways automatically has given consent to chemical tests of breath, blood or urine. If you refuse to submit to a urine and/or blood test, your driver's license will be suspended. There is no law that states that you have to be given a driver's license, provisional or temporary. (Code 56-5-2946)

#### **Possession or Sale of Drug Paraphernalia**

It is illegal to possess, manufacture, sell, or deliver drug paraphernalia; paraphernalia includes, but is not limited to, such things as:

**"Roach clips"** - Clips used by the dentist to clip bibs around the necks of patients.

**"Bong"** - Pipe that may or may not use water.

**"Carburetor"** - Circulating tube with the holes at each end. Tube may be made out of glass or metal.

**Penalty** - Fine up to \$500. (Code 44-53-391)

### **DUI: Under 21 Years of Age**

- A. The Department of Public Safety must suspend the driver's license, permit, or resident operating privilege of, or deny the issuance of a license or permit to a person under the age of 21 who drives a motor vehicle and has an alcohol concentration of two one-hundredths of one percent or more.
- B. A person under the age of 21 who drives a motor vehicle in this state is considered to have given consent to chemical tests of his or her breath or blood for the purpose of determining the presence of alcohol.
- C. A law enforcement officer who has arrested a person under the age of 21 for a violation, or any other traffic offense established by a political subdivision of this state, and has probable cause to believe that the person under the age of 21 has consumed alcoholic beverages and driven a motor vehicle may order the testing of the person arrested to determine the person's alcohol concentration. A law enforcement officer may detain and order the testing of a person to determine the person's alcohol concentration if the officer has probable cause to believe that a motor vehicle is being driven by a person under the age of 21 who has consumed alcoholic beverages.
- D. If a person refuses upon the request of the primary investigating officer to submit to chemical tests as provided in subsection ©, the department must suspend his or her license, permit or any nonresident operating privilege, or deny the issuance of a license or permit to him for six months or one year.
- E. If a person submits to a chemical test and the test result indicates an alcohol concentration of two one-hundredths of one percent or more, the department must suspend his license, permit or any nonresident operating privilege, or deny

the issuance or permit to him or her for three months or six months.

- F. A test may not be administered or samples taken unless the person has been informed in writing that he does not have to take or give the samples, but that his privilege to drive must be suspended or denied for at least six months if he refuses to submit to the tests and that his or her refusal may be used against him in court.  
(Code 56-1-286)

#### Controlled Substance Theft

- A. It is unlawful for a person to take or exercise control over a controlled substance, the immediate precursor of a controlled substance, or ephedrine, pseudoephedrine, or phenylpropanolamine belonging to another person or entity with the intent to deprive the person or entity of the controlled substance, the immediate precursor of a controlled substance, or ephedrine, pseudoephedrine, or phenylpropanolamine.
- B. A person who knowingly and intentionally violates subsection (A):
1. for a first offense, is guilty of a felony and, upon conviction, must be imprisoned for not more than five years or fined not more than five thousand dollars, or both; and
  2. for a second or subsequent violation, is guilty of a felony and, upon conviction, must be imprisoned for not more than ten years or fined not more than ten thousand dollars, or both. (Changed by L.2005, Act 127, §3, eff. 6/7/2005.)(Code 44-53-365)

## FEDERAL ILLEGAL POSSESSION PENALTIES

### Controlled Substances

First conviction: up to one year imprisonment and fined at least \$1,000 but not more than \$100,000, or both. After one prior drug conviction: at least 15 days in prison, not to exceed two years and fined at least \$2,500 but not more than \$250,000, or both. After two or more prior drug convictions: at least 90 days in prison, not to exceed three years and fined at least \$5,000 but not more than \$250,000, or both. There are special sentencing provisions for possession of crack cocaine: mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000, or both, depending on amount of crack possessed and number convictions.

In addition, there is forfeiture of personal and real property used to possess, facilitate, transport or conceal possession of controlled substances. There also are civil fines of up to \$10,000 and denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to one year for first offense, up to five years for second and subsequent offenses. [21 U.S.C. 844 (a); 21 U.S.C. 853 (a) (2); 881 (a) (7); 21 U.S.C. 881 (a) (4); 21 U.S.C. 844 a; 21 U.S.C. 853 (a)]

### LOCAL INFORMATION

In addition to federal and state statutes, there are statutes or ordinances in the towns and cities in South Carolina which prohibit the use or distribution of alcohol or other drugs in the municipalities. These ordinances or statutes also carry penalties including jail and/or fines.

For an explanation of the counseling services available to TTC employees, see the College's Employee Assistance Program procedure 8-13-5, available in the College's Policy and Procedure manual, in Learning Resources at all three campuses. Also, TTC Procedure 8-7-1 contains additional information on the Drug Free Workplace

Act and the Drug Free Communities and Schools Act. There can be serious employee sanctions for violation of these acts following the College's employee discipline processes, found in SBTCE policy 8-5-100 and procedure 8-5-100.1. The sale, possession or consumption of alcoholic beverages and/or narcotics, hallucinogens, stimulants and marijuana are specifically prohibited at TTC. The college will not tolerate students coming on campus in an intoxicated state. Violators are subject to prosecution under local, state and federal law and/or college policy. For details, read the Student Code in the Catalog/Student Handbook, available in the Student Affairs office.

TTC's Counseling and Career Development Services are available to assist in determining appropriate resources to meet student needs regarding drug or alcohol abuse. The office is located on Main Campus, Building 410, Room 210. Counselors are available Monday through Friday from 8:30 a.m. to 5 p.m. To make an appointment call 574-6131.

## CAMPUS SECURITY AND DISCLOSURE INFORMATION

The Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act (20 USC 1092(f)) and the Code of Federal Regulations require that all institutions of higher education that participate in federal student aid programs must prepare and distribute an annual report describing the institution's policy on crime prevention issues and statistics on the number of specific crimes (murder, manslaughter, rape, robbery, aggravated assault, burglary, motor vehicle theft, and arson) that have occurred on campus, on non-campus buildings or property, or on public property that is contiguous to campus property. The annual report must also list the number of arrests and administrative disciplinary actions for liquor law, drug and weapons possession violations. These statistics are also required to be reported annually to the U.S. Department of Education, Office of Postsecondary Education (OPE) to assist students and their parents in researching

criminal offenses on college campuses.

In addition to publishing crime statistics, the act requires colleges to provide timely warnings to the campus community of certain crimes reported to Public Safety or local law enforcement that may be considered threats to students and employees.

TTC complies with this law in the following manner:

- A. On an annual basis, TTC publishes a summary of specific crimes committed in the geographic categories as described above, for the most recent three calendar years. Public Safety publishes this information on TTC Public Safety's web site ([www.tridenttech.edu/publicsafety\\_psSecurity.htm](http://www.tridenttech.edu/publicsafety_psSecurity.htm)) and on OPE's web site ([www.ope.ed.gov/security](http://www.ope.ed.gov/security)).
- B. In the case of an immediate threat to persons or property, TTC communicates the pending danger to students and employees through Crime Alert Bulletins. Public Safety sends Crime Alert Bulletins to faculty, staff and students through electronic mail. Crime Alert Bulletins are also posted on Public Safety's webpage;
- C. TTC maintains partnerships with all local police organizations to assist in communicating information and protecting persons and property in the case of an immediate danger; and
- D. On a monthly basis, TTC reports the number and types of crimes committed on its campuses to state and federal authorities.
- Employees and students should report all crimes and suspicious situations to Public Safety immediately. Employees and students should address any comments concerning TTC's compliance with the act to the Director of Public Safety.
  - Federal, state and local law enforcement agencies supplement law enforcement activities on campus through concurrent jurisdictions

## Glossary of College Terminology

Every organization has a unique language. Thousands of colleges and universities in the United States are collectively referred to as institutions of higher learning and all generally use the same language.

Sometimes you get the right answer to a question you asked, but the wrong answer to the question you thought you asked because you didn't know the College's language.

You can misunderstand important information given to you from a college office because you are not familiar with college terminology.

College life will be less complicated if you familiarize yourself with college language.

Definitions of words specific to Financial Aid are found in the Definitions in the Financial Aid section.

**Academic Advisor** - An instructor in an academic program who advises students concerning academic programs and class schedules. Counselors serve as academic advisors to students who are undecided on a major.

**Academic Calendar** - The official college calendar showing deadlines, holidays, student activity events, etc. An annual academic calendar is in the college catalog and the student handbook. A more detailed calendar is found in each semester's *On Course* and online ([www.tridenttech.edu](http://www.tridenttech.edu)).

**Academic Suspension** - This occurs after any three consecutive terms of enrollment in which your term GPA is below 2.0, and the first term in which your cumulative GPA is below 2.0.

**Advanced Standing** - The awarding of academic credit for courses/tests/training taken at other colleges and universities that you transfer to TTC.

**Acceptance to college** - Fulfilling the entrance requirements for enrollment in courses.

**Alumni** - All graduates.

**Applying to College** - Submitting a completed admissions application to the College's Admissions office and paying the application fee.

**Associate Degree** - A two-year college degree.

**Auditing** - Attending a course without receiving credit.

**Bridge Courses** - nondegree credit courses that cover high school level content. These courses are offered for students who need to brush up on concepts previously learned or never taken in high school.

**Catalog** - A college publication with

important information about admissions, registration, student services, academic requirements and programs of study.

**Certificate** - A one-year or less academic program.

**Class Schedule** - The times (hours and days), locations (campus, building, room number) and instructors for courses during a term or semester. Copies of class schedules are available from academic advisors or from TTC Express.

**Continuing Education (CE)** - A division of the college that offers noncredit training. These courses are not paid for by traditional financial aid.

**Cooperative Education (Co-op)** - Combines a student's classroom instruction with actual work experience; a student may receive course credit.

**Corequisite** - A course that must be taken at the same time as another course.

**Cost of Attendance** (see Financial Aid definitions)

**Counselor** - An employee in TTC's Counseling and Career Development Services who can help students with personal, academic and disability accommodation problems and is trained to take students through the career decision-making process. TTC's counselors are the academic advisors for undecided students until the students make a decision about their major.

**Credit** - The amount of work a student completes is referred to as credit hours. Each course is assigned a specific number of credits based on the amount of time spent in class and/or lab. To receive a degree, diploma or certificate, a specified number of credits is required.

**Credit by exam** - A student can receive credit for a specified course if he/she passes an exam. There are several types of exams, such as CLEP, AP and challenge. Students should ask their academic advisor about this option.

**Curriculum** - The courses offered in a program of study.

**Dean** - The head of an academic division or an area within the college.

**Default** - (see Financial Aid definitions)

**Department** - One of several units within an academic division.

**Desire2Learn (D2L)** - TTC's learning management system which provides all instructional communications, content, assignments and grades.

**Developmental Courses** - Nondegree course work designed to develop skills students need to be successful in a program of study.

**Diploma Program** - One-year degree program.

**Drop/Add** - The process where enrolled students make changes to their original

class schedule that occurs during the first few days of each semester. The number of days varies for each session. Check the academic calendar for dates.

**Dual Credit** - Courses taken at a college that will be counted toward high school and college graduation. Special arrangements must be made before enrolling in these courses. Students should start with their high school counseling office or the principal's office if they are interested.

**Dual Major** - Students may declare two majors and take courses in both majors at the same time.

**Eligible Program** - (see Financial Aid definitions)

**Expected Family Contribution (EFC)** - (see Financial Aid definitions).

**FAFSA** - (see Financial Aid definitions)

**Fast Forward Courses** - Accelerated courses that are 5-7 weeks in length.

**Federal Work-Study** - (see Financial Aid definitions)

**Financial Aid** - (FA) financial assistance to help pay for college tuition, fees and materials. It includes grants, loans, GI Bill, tuition assistance and scholarships.

**Flex Classes** - College courses that are offered in formats other than the traditional full semester. Examples: weekend college, online, mixed mode and fast forward.

**Full-time** - Enrollment in at least 12 credit hours of coursework. Typically, this is four courses.

**Grade Point Average (GPA)** - A system of measuring students' course averages by using points for each grade. Learn how to calculate your own GPA by in the Grading System section of this handbook.

**Graduation** - The final awarding of a degree, diploma, or certificate at TTC. Students must apply at the Registrar's office for graduation to receive the program credential and to participate in the official ceremony. Students do not have to attend the ceremony to receive their program credential.

**Grants** - (see Financial Aid definitions).

**Learning Center** - A learning lab with audio/visual and computer resources and tutoring services.

**Learning Resource Center (LRC)** - The library and its online offerings.

**Loan** - (see Financial Aid definitions)

**Lottery-Funded Tuition Assistance (LTA)** - (see Financial Aid definitions)

**Major** - Your program of study or the degree you wish to earn.

**Matriculation** - Official enrollment and progressing as a student in college.

**Mixed Mode** - Course delivery combines traditional in-person classroom learning with online instruction and/or other forms using web-based instruction or other

forms of media. In person classroom time is significantly less than required in a traditional in-person course and scheduled classroom meeting days must be attended.

**my.tridenttech** - TTC's student web portal which provides non-instructional student email, club sites, announcements, message boards, calendars and Google Docs.

**Nondegree student** - A student who is attending college but has not selected a program of study. These students are not eligible for most types of financial aid.

**On Course** - TTC's class schedule which includes a college calendar and general information about admissions, registration and financial aid.

**Online** - Using the internet. TTC offers courses, e-mail and registration that are accessed from its home web site ([www.tridenttech.edu](http://www.tridenttech.edu)).

**Open Advising Session** - Group sessions offered for prospective Nursing and Health Sciences students. Nursing Open Advising is also available at [www.tridenttech.edu](http://www.tridenttech.edu).

**Orientation** - New student orientation is an opportunity for students to learn what services are available and how processes work at a college.

**Orientation Center** - a place for new students to learn the processes and services available for them at a college. You will also be assigned your academic advisor. TTC's orientation is available on-line or in-person.

**Orientation Leader** - An employee in TTC's Orientation Centers who orients new students to TTC and its services, registers nondegree students, and answers general questions about the college. Orientation Leaders are not academic advisors.

**Part-time** - Enrollment in less than 12 credit hours of coursework. Most financial aid will pay for part time enrollment. Each type of financial aid has its own rules about enrollment. Be familiar with the type of financial aid you have and follow its regulations.

**Pell Grant** - (see Financial Aid definitions)

**PIN Number** - (see Financial Aid definitions)

**Placement Test** - A test of current skill-level in English, reading and mathematics. Students who do not have qualifying SAT or ACT test scores, or who have not transferred in math and English courses from a regionally accredited college will be asked to take all or part of the TTC Placement Test. Students are placed into courses based on test results. Retesting is based on prescribed retest ranges and are discussed with each student at new student orientation. Initial placement testing is free;

however, any additional testing requires payment of a retest fee.

**Prerequisite** - A completed course or specified test scores needed to enroll in another course.

**Priority Registration** - The major registration period for current, returning, readmitted and early accepted new students that occurs prior to Registration Day for the upcoming semester.

**Probation** - 1) Academic: A warning signal that indicates poor academic performance. A student is placed on probation if his or her grade point average falls below the standards established by the College. 2) (see Financial Aid definitions)

**Program of Study** - Your major or the degree you wish to earn.

**Promissory Note** - (see Financial Aid definitions).

**Registration** - Entering course selections into the college's computerized registration system to reserve your seat in a class. All students must apply and be accepted to the college before they can register for classes.

**Residency** - The establishment of a student's official domain location for the purposes of tuition and fees. Tuition rates at public colleges in South Carolina are determined by an individual's official domain location based on the state of South Carolina residency policies. See <http://www.che.sc.gov/StudentServices/Residency/Residency.htm> for more information.

**Retest** - An opportunity to take all or part of the placement test again if scores are in prescribed retest ranges.

**Selective Service Registration** - (see Financial Aid definitions)

**Semester** - A typical length of time classes are offered at a college - usually 15 weeks.

**Student email** - TTC's student e-mail system which is available to students after applying to the college.

**South Carolina State Free Tuition Program** - (see Financial Aid definitions)

**Student Aid Report (SAR)** - (see Financial Aid definitions)

**Student ID** - A picture identification card that is required for students to show in various college offices and labs for services.

**Student ID number** - A number generated by TTC's electronic student database

system when a student's application is entered. This number is used in lieu of a social security number on college documents. The number is displayed on a student's ID card and on the My Profile screen in TTC Express.

**Subsidized Loan** - (see Financial Aid definitions)

**Suspension** - 1) Academic: A period of time when students are not permitted to attend classes due to below minimum academic performance or disciplinary actions. 2) (FA) (see Financial Aid definitions)

**Syllabus** - A document distributed to students by the instructor. It shows the course description and objectives, the grading system and other important information.

**Transcript** - An official record of all academic work attempted by a student. It may contain the course number, title of each course taken and the final grade received. In addition, there may be a compilation of the number of credits, number of grade points and the grade point average.

**Transfer** - Moving from one college to another where courses from one college may count toward a degree at another college. The college awarding the degree makes the decision as to whether a course transferred in from another college will count toward the degree. Students must have their official transcript sent to TTC's Registrar's office for evaluation.

**TTC Express** - TTC's student registration/records software. Students receive an account within several days of applying to the College and can view their application status and records, register for classes, pay for fees, apply for graduation and much more.

**Undecided** - A student who plans to earn a degree, has not chosen a program but is exploring career options, and has met the admissions requirements for most associate degree programs. These students are not eligible for most types of financial aid.

**Unsubsidized Loan** - (see Financial Aid definitions)

**Warning** - (see Financial Aid definitions)

**Weekend College** - Courses that are completed in five weeks. Students register for one course that meets all day Saturday and Sunday afternoon for five consecutive weekends.

**Withdrawal** - Until a published last date to withdraw, a student may remove themselves from a class with no punitive grade.



## College Calendar 2014-2015

### FALL SEMESTER 2014

Registration Day ..... Aug. 19  
 Course Cancellation ..... Aug. 21  
 Semester Starts ..... Aug. 25  
 Labor Day Holiday  
 (College closed to the public) Sept. 1  
 Student Activity Period ..... Sept. 18  
 Midterm ..... Oct. 13  
 Student Holiday ..... Oct. 14-21  
 Student Activity Period ..... Nov. 12  
 Student Holiday ..... Nov. 26  
 Thanksgiving Holidays  
 (College closed) ..... Nov. 27-30  
 Semester Ends ..... Dec. 13  
 Winter Holidays  
 (College closed) ..... Dec. 18-Jan. 2

### FALL 1

Registration Ends ..... Aug. 24  
 Classes Begin ..... Aug. 25  
 Drop/Add ..... Aug. 25-27  
 Course Evaluation ..... Sept. 17-Oct. 13  
 Last Day to Withdraw ..... Sept. 30  
 Classes End ..... Oct. 13

### MAKE-UP DAYS FOR EMERGENCY CLOSINGS

Oct. 14-15, 2014  
 Dec. 15-16, 2014

### FALL 2

Registration Ends ..... Oct. 21  
 Classes Begin ..... Oct. 22  
 Drop/Add ..... Oct. 22-24  
 Course Evaluation ..... Nov. 13-Dec. 13  
 Last Day to Withdraw ..... Dec. 1  
 Classes End ..... Dec. 13

### FALL FULL

Registration Ends ..... Aug. 24  
 Classes Begin ..... Aug. 25  
 Drop/Add ..... Aug. 25-29  
 Course Evaluation ..... Oct. 13-Dec. 13  
 Last Day to Withdraw ..... Nov. 17  
 Classes End ..... Dec. 13

Important information about when  
 to complete processes for admission,  
 financial aid and disabilities  
 accommodations is available in  
 On Course and the college's website at  
[www.tridenttech.edu](http://www.tridenttech.edu).

**Make-up tests and retests** taken in  
 the Testing Center must be completed  
 prior to your last day of class.

## COLLEGE CALENDAR 2014-15

### Spring Semester 2015

Registration Day .....Jan. 6  
 Course Cancellation .....Jan. 8  
 Semester Starts .....Jan. 12  
 Martin Luther King Holiday  
 (College closed to the public) Jan. 19  
 Student Activity Period ..... Feb. 5  
 Midterm ..... March 2  
 Graduation Ceremony Application/Cap and  
 Gown Order Deadline ..... March 2  
 Student Holidays ..... March 4-10  
 Student Activity Period ..... March 25  
 Semester Ends ..... April 28  
 Awards Day ..... May 1  
 Graduation ..... May 1

#### MAKE-UP DAYS FOR EMERGENCY CLOSINGS

March 3-4, 2015  
 April 28, 2015

### SPRING 1

Registration Ends .....Jan. 11  
 Classes Begin.....Jan. 12  
 Drop/Add ..... Jan. 12-14  
 Course Evaluation..... Feb. 3-March 2  
 Last Day to Withdraw.....Feb. 17  
 Classes End ..... March 2

### SPRING 2

Registration Ends ..... March 10  
 Classes Begin..... March 11  
 Drop/Add ..... March 11-13  
 Course Evaluation..... April 2-28  
 Last Day to Withdraw ..... April 15  
 Classes End ..... April 28

### SPRING FULL

Registration Ends .....Jan. 11  
 Classes Begin.....Jan. 12  
 Drop/Add ..... Jan. 12-16  
 Course Evaluation..... March 2-April 27  
 Last Day to Withdraw ..... April 2  
 Classes End ..... April 27

Important information about when to complete processes for admission, financial aid and disabilities accommodations is available in On Course and the college's website at [www.tridenttech.edu](http://www.tridenttech.edu).

**Make-up tests and retests** taken in the Testing Center must be completed prior to your last day of class.

## COLLEGE CALENDAR 2014-15

### Summer Semester 2015

Semester Starts .....May 4  
 Registration Day.....May 19  
 Course Cancellation .....May 21  
 Memorial Day  
 (College closed to the public) May 25  
 Student Activity Period .....June 9  
 Midterm ..... June 25  
 Student Holidays .....June 29-July 5  
 Independence Day Holiday Observed  
 (College closed).....July 3  
 Student Activity Period ..... July 15  
 Semester Ends.....Aug. 4

*To reduce energy use, many TTC offices operate on a compressed 40-hour work week during summer and close at noon on Fridays. All classes will meet as scheduled.*

#### MAKE-UP DAYS FOR EMERGENCY CLOSINGS

May 23, 2015  
 June 25, 29-30, 2015  
 Aug. 5, 2015

### MAYMESTER

Registration Ends ..... May 3  
 Classes Begin..... May 4  
 Drop/Add ..... May 4  
 Confederate Memorial Day Observed  
 (Classes held. Offices open.) ... May 11  
 Course Evaluation.....May 12-22  
 Last Day to Withdraw..... May 15  
 Classes End ..... May 22

### SUMMER 1

Registration Ends .....May 25  
 Classes Begin.....May 26  
 Drop/Add ..... May 26-27  
 Course Evaluation..... June 9-24  
 Last Day to Withdraw..... June 17  
 Classes End ..... June 24

### SUMMER 2

Registration Ends .....July 5  
 Classes Begin.....July 6  
 Drop/Add .....July 6-7  
 Course Evaluation.....June 25-Aug. 8  
 Last Day to Withdraw..... July 28  
 Classes End .....Aug. 4

### SUMMER FULL

Registration Ends .....May 25  
 Classes Begin.....May 26  
 Drop/Add ..... May 26-28  
 Course Evaluation.....June 25-Aug. 3  
 Last Day to Withdraw..... July 20  
 Classes End .....Aug. 3

Important information about when to complete processes for admission, financial aid and disabilities accommodations is available in On Course and the college's website at [www.tridenttech.edu](http://www.tridenttech.edu).

**Make-up tests and retests** taken in the Testing Center must be completed prior to your last day of class.

## August 2014

<b>1</b> Friday	Payment Deadline: Students must pay tuition and fees in full in-person at the Business office by noon or pay online or register for a payment plan by close of business
<b>2</b> Sat	
<b>3</b> Sun	

For the latest information about closings and delays, sign up for Emergency Alert System today at TTC's portal, [www.my.tridenttech.edu](http://www.my.tridenttech.edu)

## August 2014

	<b>4</b> Monday
	<b>5</b> Tuesday
	<b>6</b> Wednesday
	<b>7</b> Thursday
	<b>8</b> Friday
	<b>9</b> Sat
	<b>10</b> Sun

Students can obtain student ID cards during the registration process or during the routine operating hours of the Student Activities office, Monday through Thursday.

## August 2014

<b>11</b> Monday	
<b>12</b> Tuesday	
<b>13</b> Wednesday	
<b>14</b> Thursday	
<b>15</b> Friday	
<b>16</b> Sat	
<b>17</b> Sun	

Remember to check your my.tridenttech.edu email often. This is the way TTC will communicate with you.

## August 2014

	<b>18</b> Monday
Registration- New students must see an academic advisor	<b>19</b> Tuesday
Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.	<b>20</b> Wednesday
	<b>21</b> Thursday
Cancelled Course Information available by 5PM- <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of busibess.	<b>22</b> Friday
	<b>23</b> Sat
	<b>24</b> Sun

Did you know that TTC's Counseling and Career Development staff offer a variety of workshops to help you be a better student? Check the my.tridenttech.edu calendar for updates!



# August

2014

<b>25</b> Monday	Fall Full and Fall 1 Courses Begin Fall Full and Fall 1 Drop/Add
<b>26</b> Tuesday	Fall Full and Fall 1 Drop/Add
<b>27</b> Wednesday	Fall 1 Drop/Add Ends Fall Full Drop/Add Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.
<b>28</b> Thursday	Fall Full Drop/Add
<b>29</b> Friday	Fall Full Drop/Add ends. Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.
<b>30</b> Sat	
<b>31</b> Sun	

For the latest information about closings and delays, sign up for Emergency Alert System today at TTC's website, [www.tridenttech.edu](http://www.tridenttech.edu)

# September

2014

Labor Day Holiday- College closed to the public.	<b>1</b> Monday
	<b>2</b> Tuesday
"Ready, Set, Compress...Don't Let the New Schedule Compress You!"- 10:30AM Main Campus, 410/216 "Compress, Don't Stress"- 2PM Berkeley Campus, 101	<b>3</b> Wednesday
"Ready, Set, Compress...Don't Let the New Schedule Compress You!"- 3PM Main Campus, 410/216 "Compress, Don't Stress"- 11AM Berkeley Campus, 101	<b>4</b> Thursday
	<b>5</b> Friday
	<b>6</b> Sat
	<b>7</b> Sun

Did you know you can request an ENROLLMENT VERIFICATION online?  
Go to [my.tridenttech.edu](http://my.tridenttech.edu) > TTC Express for Credit Students>Academic Profite>Online Transcripts/Enrollment Verification.

## September 2014

<b>8</b> Monday	"Beat the Clock"-12:30PM Main Campus, 410/216
<b>9</b> Tuesday	"Beat the Clock"-3PM Main Campus, 410/216
<b>10</b> Wednesday	
<b>11</b> Thursday	
<b>12</b> Friday	
<b>13</b> Sat	
<b>14</b> Sun	

Undecided?

Counseling and Career Development have the tools to help you make an informed decision about your future career.

## September 2014

	<b>15</b> Monday
"Survival Skills for the Compressed Terms"- 10:20AM Mt. Pleasant Campus	<b>16</b> Tuesday
	<b>17</b> Wednesday
Student Activity Period- 10:10AM "This is Just a Test!"- 10:10AM and 5PM Main Campus, 410/216 "Reading Textbooks & Taking Notes"-10:10AM Palmer Campus, 226 "Survival Skills for the Compressed Terms"- 10:50AM and 5:15PM Palmer, 226 "Beat the Clock"- 11AM Berkeley Campus, 101 "Women's Empowerment: Mind, Body ad Soul"- 11:30AM Main, 410/216	<b>18</b> Thursday
	<b>19</b> Friday
	<b>20</b> Sat
	<b>21</b> Sun

Did you know that if your withdraw from all courses before the 60% Financial Aid Completion Date you may have to pay back financial aid you received?

## September 2014

22	Monday
23	Tuesday
24	Wednesday
25	Thursday
26	Friday
27	Sat
28	Sun

There are now TWO ways to change your major.  
In-person at the Registrar's office or online in [my.tridenttech.edu](http://my.tridenttech.edu) in the TTC Express menu under Academic Profile.

## September/October 2014

	29	Monday
Last Day to Withdraw- Fall 1 "Test Taking Strategies"- 11:15AM and 5:15PM Palmer Campus, 226	30	Tuesday
"Taming Test Anxiety"-11:30AM Berkeley Campus, 101	1	Wednesday
	2	Thursday
	3	Friday
	4	Sat
	5	Sun

An airplane on campus? Of course!  
Berkeley Campus has had an airplane for the Aircraft programs of study even before Boeing came to town.

# October 2014

<b>6</b> Monday	
<b>7</b> Tuesday	"Preparing for Midterms and Finals"- 11:30AM Mt. Pleasant Campus
<b>8</b> Wednesday	"Preparing for Midterms and Finals"- 12:30PM and 5:15PM Palmer Campus, 226
<b>9</b> Thursday	
<b>10</b> Friday	
<b>11</b> Sat	
<b>12</b> Sun	

Make sure you check out the "Trident Times" TTC's student newspaper and blog! Go to TTC's my.tridenttech.edu portal. Click the blue bar for Trident Times or go directly to the blog at <http://tridenttimes.blogspot.com/>

# October 2014

Midterm Fall 1 classes end	<b>13</b> Monday
Student Holiday! Administrative offices close at 5PM. Make-up Day for Emergency Closings	<b>14</b> Tuesday
Student Holiday! Administrative offices close at 5PM. Make-up Day for Emergency Closings	<b>15</b> Wednesday
Student Holiday! Administrative offices close at 5PM.	<b>16</b> Thursday
Student Holiday! Administrative offices close at 5PM. Fall 2 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.	<b>17</b> Friday
Student Holiday! Administrative offices closed.	<b>18</b> Sat
Student Holiday! Administrative offices closed.	<b>19</b> Sun

Register early for Spring 2015 to get the schedule you want!  
Courses fill up fast.



# October 2014

<b>20</b> Monday	Student Holiday! Administrative offices close at 5PM.
<b>21</b> Tuesday	Student Holiday! Administrative offices close at 5PM. Fall 2 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.
<b>22</b> Wednesday	Fall 2 classes begin Fall 2 Drop/Add
<b>23</b> Thursday	Fall 2 Drop/Add "Weighing Your Options (Withdrawing)"- 11:30AM Main Campus, 410/216
<b>24</b> Friday	Fall 2 Drop/Add Ends Fall 2 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.
<b>25</b> Sat	Fall 2 Saturday classes begin.
<b>26</b> Sun	

TTC is accredited by the Southern Association of Colleges & Schools

# October/November 2014

Spring 2015 Registration Opens "Where There's a Will There's an A"- 10:30AM Main Campus, 410/216	<b>27</b> Monday
	<b>28</b> Tuesday
60% Financial Aid Completion Date- Fall Full "Test Taking Skills"- 2PM Berkeley Campus, 101	<b>29</b> Wednesday
"Where There's a Will There's an A"- 5PM Main Campus, 410/216	<b>30</b> Thursday
	<b>31</b> Friday
	<b>1</b> Sat
	<b>2</b> Sun

Now is the time to make sure your Financial Aid file is complete to receive Spring 2015 funds.

# November 2014

<b>3</b> Monday	
<b>4</b> Tuesday	
<b>5</b> Wednesday	
<b>6</b> Thursday	
<b>7</b> Friday	
<b>8</b> Sat	
<b>9</b> Sun	

Are you a VET?

TTC offers a place for you to relax and study. TTC's VETS Center, Building 700, Rm. 201 and at Palmer Campus, Room 105A.

# November 2014

	<b>10</b> Monday
Veteran's Day "Weighing Your Options (Withdrawing)"- 10:20AM Mt. Pleasant Campus	<b>11</b> Tuesday
Student Activity Period- 9:30AM "Weighing Your Options (Withdrawing)"- 9:30AM Palmer Campus, 226 "Reboot: Jumpstart Your Academic Career"- 9:30AM and 5PM Main Campus, 410/216 "Women's Empowerment: Mind, Body and Soul"- 12:30PM Main Campus, 410/216	<b>12</b> Wednesday
"Who's in Control? Self vs. Responsibilities"- 11AM Berkeley Campus, 101 "Weighing Your Options" -8AM Main, 410/216	<b>13</b> Thursday
"Weighing Your Options" 10:30AM Main Campus, 410/216	<b>14</b> Friday
	<b>15</b> Sat
	<b>16</b> Sun

Can't pay tuition in full? Don't get dropped, get a payment plan!

Go [my.tridenttech.edu](http://my.tridenttech.edu) -> TTC Express -> Financial Information -> NBS Tuition Payment Plan Information to sign up.

# November 2014

<b>17</b>	Last Day to Withdraw- Fall Full
Monday	
<b>18</b>	
Tuesday	
<b>19</b>	60% Financial Aid Completion Date- Fall 2
Wednesday	
<b>20</b>	
Thursday	
<b>21</b>	
Friday	
<b>22</b>	
Sat	
<b>23</b>	
Sun	

What do ponies, face painting and Santa have in common?  
They are all at TTC's Holiday Drop-In on December 6.

# November 2014

	<b>24</b>
	Monday
	<b>25</b>
	Tuesday
Student Holiday! Administrative offices close at 5pm.	<b>26</b>
	Wednesday
Thanksgiving Holiday. College Closed	<b>27</b>
	Thursday
Thanksgiving Holiday. College Closed	<b>28</b>
	Friday
Thanksgiving Holiday. College Closed	<b>29</b>
	Sat
Thanksgiving Holiday. College Closed	<b>30</b>
	Sun

Did you know that the Student Portal, [my.tridenttech.edu](http://my.tridenttech.edu) is your go to place for information you need about your student records? Access grades, financial records and many forms in the portal.

# December

2014

<b>1</b> Monday	Last Day to Withdraw- Fall 2 "Stress, Some's Good, Some's Not So Good"- 10:15AM and 5:15PM Palmer, 226
<b>2</b> Tuesday	"Stress, Some's Good, Some's Not So Good"- 11:30AM Mt. Pleasant Campus
<b>3</b> Wednesday	
<b>4</b> Thursday	
<b>5</b> Friday	Spring 2015 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.
<b>6</b> Sat	<b>Holiday Drop In- 1PM</b>
<b>7</b> Sun	

TTC Bookstore is your place for Trident Technical College textbooks, gear and supplies. You can buy or sell used and new textbooks, find Trident Technical College gear, and purchase software and gifts.

# December

2014

	<b>8</b> Monday
	<b>9</b> Tuesday
	<b>10</b> Wednesday
	<b>11</b> Thursday
	<b>12</b> Friday
Classes end - Fall Full & Fall 2	<b>13</b> Sat
	<b>14</b> Sun

Did you know that the current Palmer Campus location used to be the Charles A. Brown High School and that some faculty and staff at Palmer today attended that high school?



# December 2014

<b>15</b> Monday	Make-up Day for Emergency Closings
<b>16</b> Tuesday	Make-up Day for Emergency Closings
<b>17</b> Wednesday	
<b>18</b> Thursday	Winter Holidays! College is closed to the public.
<b>19</b> Friday	Winter Holidays! College is closed to the public.
<b>20</b> Sat	Winter Holidays! College is closed to the public.
<b>21</b> Sun	Winter Holidays! College is closed to the public.

Happy

# December 2014

	Winter Holidays! College is closed to the public.	<b>22</b> Monday
	Winter Holidays! College is closed to the public.	<b>23</b> Tuesday
	Winter Holidays! College is closed to the public.	<b>24</b> Wednesday
	Winter Holidays! College is closed to the public.	<b>25</b> Thursday
	Winter Holidays! College is closed to the public.	<b>26</b> Friday
	Winter Holidays! College is closed to the public.	<b>27</b> Sat
	Winter Holidays! College is closed to the public.	<b>28</b> Sun

Holidays !!

## December/January 2014/15

<b>29</b> Monday	Winter Holidays! College is closed to the public.
<b>30</b> Tuesday	Winter Holidays! College is closed to the public.
<b>31</b> Wednesday	Winter Holidays! College is closed to the public.
<b>1</b> Thursday	Winter Holidays! College is closed to the public.
<b>2</b> Friday	Winter Holidays! College is closed to the public.
<b>3</b> Sat	
<b>4</b> Sun	

Students can obtain student ID cards during the registration process or during the routine operating hours of the Student Activities office, Monday through Thursday.

## January 2015

	<b>5</b> Monday
Registration- New students must see an academic advisor	<b>6</b> Tuesday
Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.	<b>7</b> Wednesday
	<b>8</b> Thursday
Cancelled Course Information available by 5PM - <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.	<b>9</b> Friday
	<b>10</b> Sat
	<b>11</b> Sun

Did you know that TTC's Counseling and Career Development staff offer a variety of workshops to help you be a better student?  
Check this calendar and the [my.tridenttech.edu](http://my.tridenttech.edu) portal calendar!

# January

2015

<b>12</b> Monday	Spring 1 and Spring Full classes begin Spring 1 and Spring Full Drop/Add
<b>13</b> Tuesday	Spring 1 and Spring Full Drop/Add
<b>14</b> Wednesday	Spring 1 Drop/Add Ends Spring Full Drop/Add Payment Deadline: Students must pay tuition and fees in full in-person at theBusiness office or online or register for a payment plan by close of business.
<b>15</b> Thursday	Spring Full Drop/Add
<b>16</b> Friday	Spring Full Drop/Add ends Payment Deadline: Students must pay tuition and fees in full in-person at theBusiness office or online or register for a payment plan by close of business.
<b>17</b> Sat	
<b>18</b> Sun	

TTC offers more than 40 student organizations you can join.  
Go to Student Activities for more information.

# January

2015

	Martin Luther King Holiday- College is closed to the public.	<b>19</b> Monday
	"Ready, Set, Compress...Don't Let the Schedule Compress You" 11:30AM Main Campus, 410/216	<b>20</b> Tuesday
	"Ready, Set, Compress...Don't Let the Schedule Compress You" 1PM Main Campus, 410/216 "Ready, Set, Compress...Don't Let Your Schedule Compress You" 9:30AM and 5:15PM Palmer Campus, 226	<b>21</b> Wednesday
		<b>22</b> Thursday
		<b>23</b> Friday
		<b>24</b> Sat
		<b>25</b> Sun

TTC has four major campuses and multiple site locations throughout  
Berkeley, Charleston and Dorchester counties.

## January/February 2015

26	Monday	
27	Tuesday	
28	Wednesday	"Test Taking Skills"- 3PM Berkeley Campus, 101
29	Thursday	
30	Friday	
31	Sat	
1	Sun	

Sign up for EAS at TTC's website and be the first to get the word on closings and campus emergencies!

## February 2015

	2	Monday	
"Test Taking Skills" - 11AM Berkeley Campus, 101	3	Tuesday	
"Relax, Relate, Release: Decrease Stress"- 10:30AM and 2PM Main Campus, 410/216	4	Wednesday	
Student Activity Period- 10:10AM Women's Empowerment : Mind Body and Soul"- 10:10AM Main 410/226 "Reading Textbooks & Taking Notes: An A+ Approach in a Compressed World"- 10:10AM Palmer Campus, 226 "Survival Skills for the Compressed Terms"- 10:50AM and 5:15PM Palmer, 226	5	Thursday	
	6	Friday	
	7	Sat	
	8	Sun	

TTC's Learning Center is there for you, providing help to students through tutoring, videos, and other resources.  
Main Campus, Building 920, Rm.211 ; Palmer Campus in Rm. 226.



## February 2015

<b>9</b> Monday	
<b>10</b> Tuesday	"Beat the Clock"- 11:30AM Main Campus, 410/216
<b>11</b> Wednesday	60% Financial Aid Completion Date- Spring 1
<b>12</b> Thursday	
<b>13</b> Friday	Big Band Concert-7PM
<b>14</b> Sat	
<b>15</b> Sun	

*Did you know that TTC conducts one graduation ceremony per year in early May for all fall, spring and summer graduates?*

## February 2015

	<b>16</b> Monday
Last Day to Withdraw Spring 1 "Beat the Clock" - 2PM Berkeley Campus, 101	<b>17</b> Tuesday
	<b>18</b> Wednesday
	<b>19</b> Thursday
	<b>20</b> Friday
	<b>21</b> Sat
	<b>22</b> Sun

*Withdrawing can pinch your pocketbook. Make sure you check with Financial Aid before you withdraw!*

## February/March 2015

<b>23</b> Monday	
<b>24</b> Tuesday	"Test Taking Strategies"- 11AM and 5:15PM Palmer Campus, 226
<b>25</b> Wednesday	
<b>26</b> Thursday	
<b>27</b> Friday	
<b>28</b> Sat	
<b>1</b> Sun	

TTC has four major campuses and multiple site locations throughout Berkeley, Charleston and Dorchester counties.

## March 2015

Midterm Spring 1 classes end Graduation Ceremony and Cap & Gown Application deadline	<b>2</b> Monday
Make-up Day for Emergency closings	<b>3</b> Tuesday
Make-up Day for Emergency closings Student Holidays- Administrative offices close at 5PM.	<b>4</b> Wednesday
Student Holidays- Administrative offices close at 5PM.	<b>5</b> Thursday
Student Holidays- Administrative offices close at 5PM. Spring 2 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.	<b>6</b> Friday
Student Holidays- Administrative offices closed..	<b>7</b> Sat
Student Holidays- Administrative offices closed.	<b>8</b> Sun

Now's the time to be thinking about filling out your FAFSA to receive financial aid next academic year!

## March 2015

<b>9</b> Monday	Student Holidays- Administrative offices close at 5PM.
<b>10</b> Tuesday	Student Holidays- Administrative offices close at 5PM. Spring 2 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.
<b>11</b> Wednesday	Spring 2 classes begin Spring 2 Drop/Add
<b>12</b> Thursday	Spring 2 Drop/Add
<b>13</b> Friday	Spring 2 Drop/Add Spring 2 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.
<b>14</b> Sat	
<b>15</b> Sun	

Did you know you can chat LIVE with the Registrar's office?  
Go to the Registrar's office site @ [www.tridenttech.edu](http://www.tridenttech.edu) and click on "Live Support"

## March 2015

Summer 2015 Registration opens	<b>16</b> Monday
	<b>17</b> Tuesday
	<b>18</b> Wednesday
60% Financial Aid Completion Date- Spring Full	<b>19</b> Thursday
	<b>20</b> Friday
	<b>21</b> Sat
	<b>22</b> Sun

Request an official TTC transcript on line!  
Go to [my.tridenttech.edu](http://my.tridenttech.edu) > TTC Express for Credit Students > Academic Profile > Online Transcript/Enrollment Verification.

## March 2015

<b>23</b> Monday	
<b>24</b> Tuesday	
<b>25</b> Wednesday	Student Activity Period-9:30AM "Women's Empowerment: Mind, Body and Soul" - 9:30AM Main Campus, 410/216 "Weighing Your Options (Withdrawing)"- 9:30AM and 5:15PM Palmer Campus, 226
<b>26</b> Thursday	"Academic Success With the New Schedule" - 1PM Main Campus, 410/216
<b>27</b> Friday	
<b>28</b> Sat	
<b>29</b> Sun	

Register early for Summer 2015 to get the schedule you want! Courses fill up fast.

## March/April 2015

	<b>30</b> Monday
	<b>31</b> Tuesday
	<b>1</b> Wednesday
Last Day to Withdraw Spring Full	<b>2</b> Thursday
	<b>3</b> Friday
Saturday classes held	<b>4</b> Sat
Easter Sunday	<b>5</b> Sun

Did you know you can request an ENROLLMENT VERIFICATION online?  
 Go to [my.tridenttech.edu](http://my.tridenttech.edu) > TTC Express for Credit Students>Academic  
 Profite>Online Transcript/Enrollment Verification.



## April 2015

<b>6</b>	
Monday	
<b>7</b>	
Tuesday	
<b>8</b>	
Wednesday	
<b>9</b>	60% Financial Aid Completion Date - Spring 2
Thursday	
<b>10</b>	
Friday	
<b>11</b>	
Sat	
<b>12</b>	
Sun	

Don't forget TTC offers a payment plan for tuition! Don't get dropped, get a payment plan! Go [my.tridenttech.edu](http://my.tridenttech.edu) -> TTC Express -> Financial Information -> NBS Tuition Payment Plan Information to sign up

## April 2015

	<b>13</b>
	Monday
	<b>14</b>
	Tuesday
Last Day to Withdraw Spring 2	<b>15</b>
	Wednesday
	<b>16</b>
	Thursday
Summer 2015 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.	<b>17</b>
	Friday
	<b>18</b>
	Sat
	<b>19</b>
	Sun

TTC's Maymester session first began in 2008. Check it out and complete a college course in just three weeks!

## April 2015

<b>20</b> Monday	"Learn How to Turn Down"- 9:30AM and 5:15PM Palmer Campus, 226
<b>21</b> Tuesday	
<b>22</b> Wednesday	
<b>23</b> Thursday	
<b>24</b> Friday	
<b>25</b> Sat	2015 Spring Spin-Off Car Show - 10AM Main Campus, behind 800 Bldg. Saturday classes end Spring Full & Spring 2
<b>26</b> Sun	

TTC's Student Employment Services will help students and alumni with resume and job search needs.

## April/May 2015

	Classes end - Spring Full	<b>27</b> Monday
	Make-up Day for Emergency Closing	<b>28</b> Tuesday
		<b>29</b> Wednesday
		<b>30</b> Thursday
	Awards Program - 10AM 51st Graduation Ceremony - 7PM	<b>1</b> Friday
		<b>2</b> Sat
		<b>3</b> Sun

# May

# 2015

<b>4</b> Monday	Maymester classes begin  Maymester Drop/Add Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or online or register for a payment plan by close of business.
<b>5</b> Tuesday	
<b>6</b> Wednesday	
<b>7</b> Thursday	
<b>8</b> Friday	
<b>9</b> Sat	
<b>10</b> Sun	

*Did you know that TTC has an online college that offers Associate in Arts, Business Technology degree programs and Criminal Justice totally online?*

# May

# 2015

Confederate Memorial Day Observed - Classes held. Offices open.	<b>11</b> Monday
	<b>12</b> Tuesday
	<b>13</b> Wednesday
	<b>14</b> Thursday
60% Financial Aid Completion Date- Maymester Last Day to Withdraw- Maymester	<b>15</b> Friday
	<b>16</b> Sat
	<b>17</b> Sun

*Students can obtain student ID cards during the registration process or during the routine operating hours of the Student Activities office, Monday through Thursday.*

# May 2015

<b>18</b> Monday	
<b>19</b> Tuesday	Registration- New students must see an academic advisor
<b>20</b> Wednesday	Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.
<b>21</b> Thursday	
<b>22</b> Friday	Cancelled Course Information available by 5PM- <a href="http://www.tridenttech.edu">www.tridenttech.edu</a> Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.
<b>23</b> Sat	Make-up day for Emergency Closing (Maymester)
<b>24</b> Sun	

Did you know you can request an ENROLLMENT VERIFICATION online?  
Go to [my.tridenttech.edu](http://my.tridenttech.edu) > TTC Express for Credit Students>Academic Profile>Online Transcripts/Enrollment Verification.

# May 2015

	Memorial Day. College closed to public.	<b>25</b> Monday
	Summer 1 and Summer Full classes begin. Summer 1 and Summer Full Drop/Add	<b>26</b> Tuesday
	Summer 1 Drop/Add ends. Summer Full Drop/Add  Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.	<b>27</b> Wednesday
	Summer Full Drop/Add ends. NOTE: Drop/Add ends at close of business. Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.	<b>28</b> Thursday
		<b>29</b> Friday
		<b>30</b> Sat
		<b>31</b> Sun

How much has TTC grown? TTC began as the Berkeley-Charleston-Dorchester Technical Education Center in 1964. We opened with two buildings and 226 students.

**June**

**2015**

<b>1</b> Monday	
<b>2</b> Tuesday	"Beat the Clock"- 11:30 AM Main Campus, 410/216
<b>3</b> Wednesday	"Beat the Clock" -5PM Main Campus, 410/216 "Beat the Clock"- 11AM Berkeley Campus, 101
<b>4</b> Thursday	
<b>5</b> Friday	
<b>6</b> Sat	
<b>7</b> Sun	

**June**

**2015**

	<b>8</b> Monday
Student Activity Period-10AM "Reading Textbooks & Taking Notes: An A+ Approach in a Compressed World"- 10AM Palmer Campus, 226 "Survival Skills for the Compressed Terms"- 11AM and 5:15PM Palmer Campus, 226	<b>9</b> Tuesday
	<b>10</b> Wednesday
	<b>11</b> Thursday
60% Financial aid Completion Date- Summer 1	<b>12</b> Friday
	<b>13</b> Sat
	<b>14</b> Sun

TTC has four major campuses and multiple site locations throughout Berkeley, Charleston and Dorchester counties.



## June 2015

<b>15</b>	
Monday	
<b>16</b>	"Who's in Control? Self vs. Responsibilities"- 3PM Berkeley Campus, 101
Tuesday	
<b>17</b>	Last Day to Withdraw- Summer 1
Wednesday	
<b>18</b>	
Thursday	
<b>19</b>	
Friday	
<b>20</b>	
Sat	
<b>21</b>	
Sun	

Sign up for EAS at TTC's website and be the first to get the word on closings and campus emergencies!

## June 2015

"Test Taking Strategies"- 10:30AM and 5:15PM Palmer Campus, 226	<b>22</b>
	Monday
	<b>23</b>
	Tuesday
Summer 1 classes end.	<b>24</b>
	Wednesday
Midterm Make-up Day for Emergency Closing	<b>25</b>
	Thursday
	<b>26</b>
	Friday
	<b>27</b>
	Sat
	<b>28</b>
	Sun

Request an official TTC transcript on line!  
Go to [my.tridenttech.edu](http://my.tridenttech.edu) > TTC Express for Credit Students>Academic Profite>Online Transcripts/Enrollment Verification.

## June/July

2015

<b>29</b> Monday	Student Holidays - Administrative offices close at 5PM. Make-up Day for Emergency Closing
<b>30</b> Tuesday	Student Holidays - Administrative offices close at 5PM. Make-up Day for Emergency Closing Summer 2 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.
<b>1</b> Wednesday	Student Holidays - Administrative offices close at 5PM.
<b>2</b> Thursday	Student Holidays - Administrative offices close at 5PM. Summer 2 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.
<b>3</b> Friday	Independence Day observed - College closed to the public
<b>4</b> Sat	Student Holidays - Administrative offices closed.
<b>5</b> Sun	Student Holidays - Administrative offices closed.

*Did you know that the Berkeley Campus pond was once home to the legendary one-winged goose named Sarge?*

## July

2015

Summer 2 classes begin Summer 2 Drop/Add	<b>6</b> Monday
Summer 2 Drop/Add Ends Summer 2 Payment Deadline: Students must pay tuition and fees in full in-person at the Business office or pay online or register for a payment plan by close of business.	<b>7</b> Tuesday
60% Financial Aid Completion Date - Summer Full	<b>8</b> Wednesday
	<b>9</b> Thursday
	<b>10</b> Friday
	<b>11</b> Sat
	<b>12</b> Sun

*In 1974 the Berkeley-Charleston- Dorchester Technical Center merged with Palmer College to become Trident Technical College.*

## July 2015

<b>13</b>	
Monday	
<b>14</b>	
Tuesday	
<b>15</b>	Student Activity Period - 10AM "Weighing Your Options (Withdrawing)" - 10AM and 5:15PM Palmer, 226
Wednesday	
<b>16</b>	
Thursday	
<b>17</b>	
Friday	
<b>18</b>	
Sat	
<b>19</b>	
Sun	

Request an official TTC transcript on line!  
Go to [my.tridenttech.edu](http://my.tridenttech.edu) > TTC Express for Credit Students > Academic Profile > Online Transcripts/Enrollment Verification.

## July 2015

Last Day to Withdraw - Summer Full	<b>20</b>
	Monday
	<b>21</b>
	Tuesday
	<b>22</b>
	Wednesday
60% Financial Aid Completion Date - Summer 2	<b>23</b>
	Thursday
	<b>24</b>
	Friday
	<b>25</b>
	Sat
	<b>26</b>
	Sun

Did you know that TTC has an online college that offers Associate in Arts, Business Technology degree programs and Criminal Justice totally online?

# July/August

# 2015

<b>27</b> Mon	"Weighing Your Options" - 1PM Main Campus, 410/216
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<b>28</b> Tue	Last Day to Withdraw - Summer 2
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<b>29</b> Wed	
------------------	--

<b>30</b> Thu	
------------------	--

<b>31</b> Fri	
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<b>1</b> Sat	Saturday classes end (Summer Full & Summer 2)
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<b>2</b> Sun	
-----------------	--

<b>3</b> Mon	Summer Full classes end
-----------------	-------------------------

<b>4</b> Tue	Summer 2 classes end
-----------------	----------------------

<b>5</b> Wed	Make-up Day for Emergency closings - Summer
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<b>6</b> Thu	
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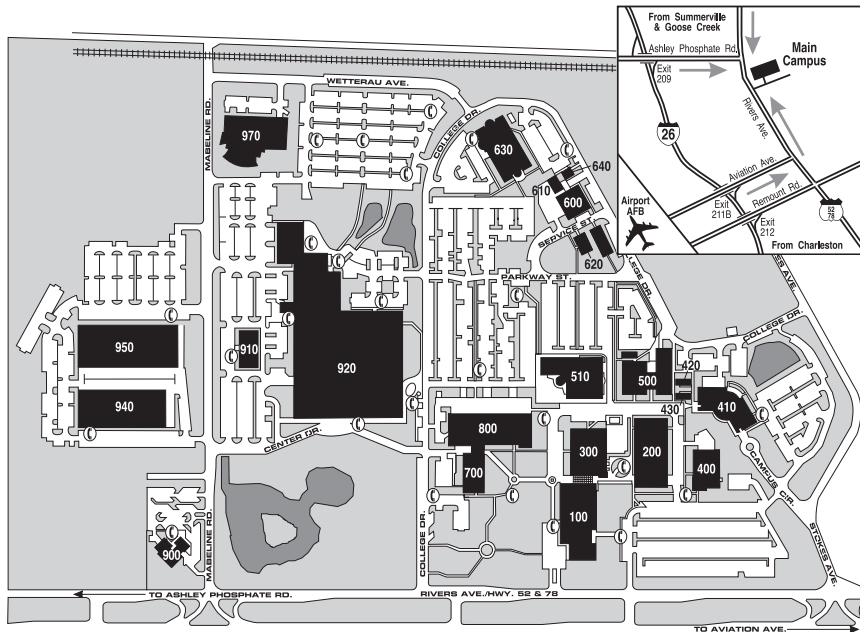
<b>7</b> Fri	
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TTC has four major campuses and multiple site locations throughout Berkeley, Charleston and Dorchester counties.

# **CAMPUS MAPS AND DIRECTORIES**



## CAMPUS MAPS



### MAIN CAMPUS

7000 Rivers Ave. • North Charleston

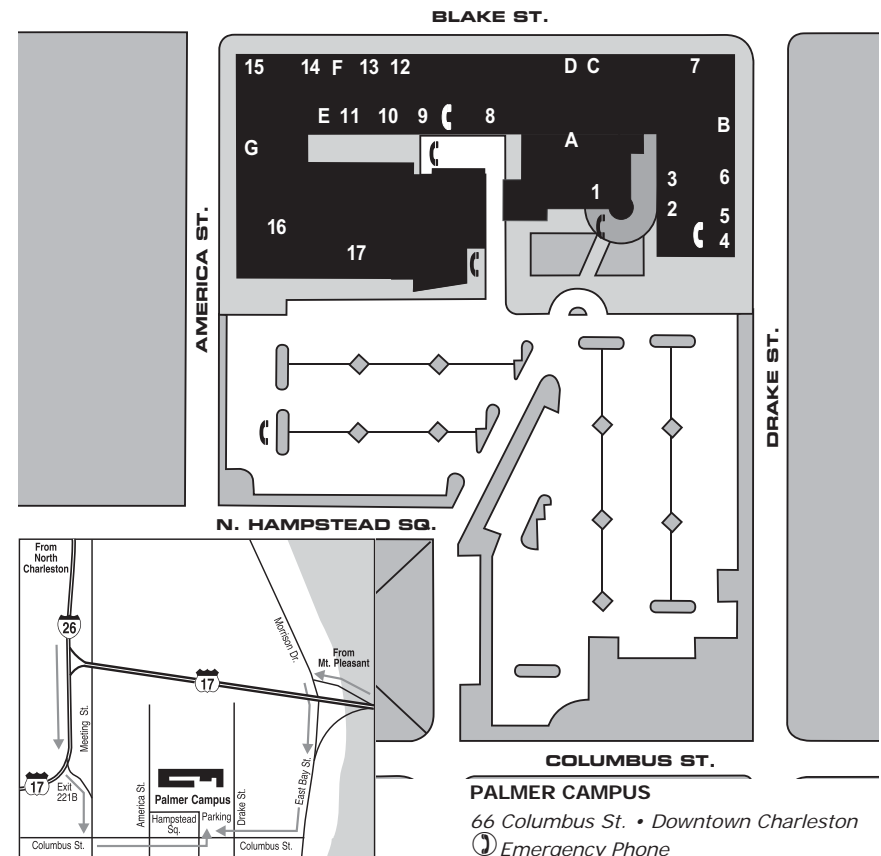
#### Emergency Phone

Students may park in any lot except those designated as faculty/staff parking. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

#### Bldg. Bldg. Name

- |            |   |             |  |
|------------|---|-------------|--|
| <b>100</b> | <b>General Education Building</b> Public Safety/Humanities and Social Sciences  | <b>600</b>  | <b>Facilities Management/Deliveries Building</b> Maintenance   |
| <b>200</b> | <b>Business Technology Building</b> Business Technology/Community, Family and Child Studies/Law-Related Studies/Administrative Office Technology/Classrooms | <b>620</b>  | <b>Horticulture Building</b>   |
| <b>300</b> | <b>Math and Science Building</b> Center for Information Technology Training/Science and Mathematics   | <b>630</b>  | <b>Health Sciences Building</b>  |
| <b>400</b> | <b>Robotics Welding Building</b> Industrial Technology  | <b>640</b>  | <b>Annex Building</b> General Classrooms   |
| <b>410</b> | <b>Student Center</b> Admissions/Registrar's Office/Financial Aid/Lounge/Counseling/Student Activities/Testing/Food Court/Business Office                   | <b>700/</b> | <b>Industrial and Engineering Technology Building</b>  |
| <b>420</b> | <b>Orientation Center</b>   | <b>800</b>  | Engineering Technology/Industrial Technology/Machine Tool Technology Lab/Process Control/Flexible Manufacturing Lab/VETS Center  |
| <b>430</b> | <b>Educational Opportunity Center and Scholars Network Building</b>   | <b>900</b>  | <b>Administration Building</b> President's Office/TTC Foundation/Development/Advancement/Marketing Services  |
| <b>500</b> | <b>Communications Technology Building</b> Visual Arts/Printing Services   | <b>910</b>  | <b>Complex for Economic Development/Continuing Education Center</b> Continuing Education Registration/Classrooms   |
| <b>510</b> | <b>Learning Resources Center</b> Library/English  | <b>920</b>  | <b>Complex for Economic Development</b> College Center/Culinary Institute of Charleston/Information Technology Center/The Learning Center/Industrial Maintenance Technology Center/Computer Labs |
|            |   | <b>940</b>  | <b>North Rivers Commerce Center</b> Procurement/Information Center/Recruiting/Career and Employment Services /Human Resources/Employee Relations   |
|            |   | <b>950</b>  | <b>Bookstore</b> Industrial Maintenance Lab/Classrooms/Boeing Charleston Training Center/The InterTech Group Wellness Center/TTC Café/Film, Media and Visual Arts                                |
|            |   | <b>970</b>  | <b>Nursing and Science Building</b>  |

## CAMPUS MAPS



### PALMER CAMPUS

66 Columbus St. • Downtown Charleston

#### Emergency Phone

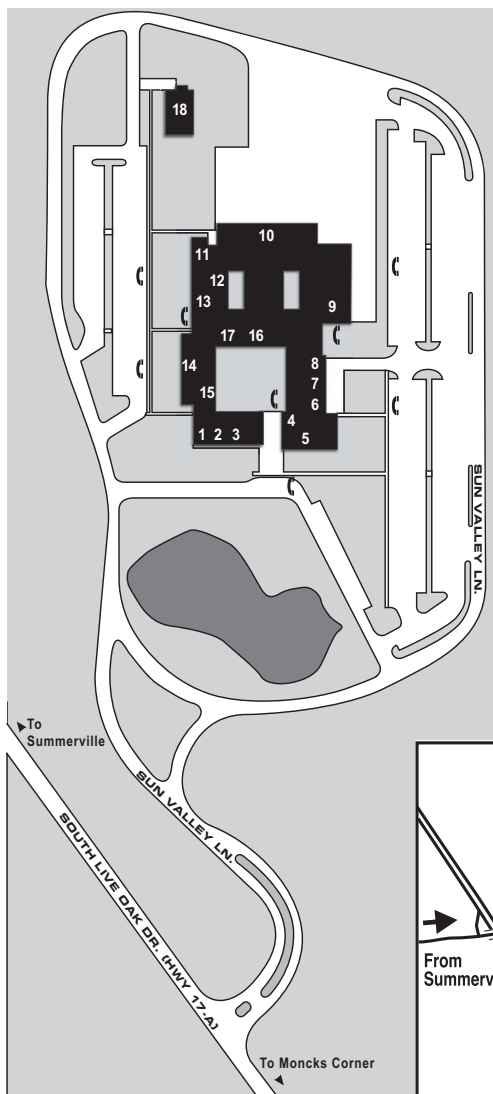
#### First Floor

- Admissions Suite – Room 121, Veterans Assistance – Room 122  
Financial Aid – Room 122, Dean's Office – Room 127
- Student Lounge – Room 105
- VETS Center – Room 105A
- College Transfer Information Resource Center (TIRC) – Suite 102
- Academic Hub – Suite 102
- Developmental Studies Faculty Offices – Suite 106
- Educational Opportunity Center – Rooms 112-114
- Emergency Medical Technology Lab – Room 135
- Bookstore/Business Office – Room 141
- Public Safety – Room 145
- CIC Faculty Offices – Suite 153, CIC Adjunct Office – Room 158C
- Clemente Center – Room 146
- Science and Math Faculty Offices/Math3 – Suite 156

#### Second Floor

- Learning Resources Center (Library) – Room 229
- Community, Family and Child Studies (CFCS) Faculty Office – Room 208  
Business Technology Faculty Offices – Suite 210A and D  
Dr. Mary Ann Kohli, Clemente Program Director – Room 210C  
CFCS Adjunct Office – Room 212  
Health Sciences Faculty/Adjunct Offices – Suite 214
- Student Success Center/Counseling/Learning Assistance/Testing Services – Room 226
- Orientation Center – Room 226J
- Nail Technology Lab – Room 239
- Massage Therapy Lab – Room 232
- Computer Center – Room 252

## CAMPUS MAPS



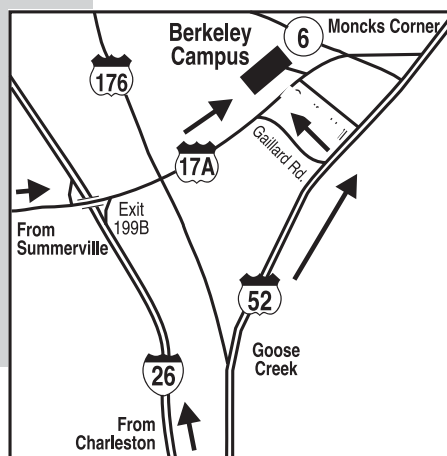
### BERKELEY CAMPUS

1001 S. Live Oak Dr. (Highway 17-A)  
Moncks Corner

📞 Emergency Phone

Students may park in any lot. Parking is prohibited at entrances and along perimeter roads and thoroughfares.

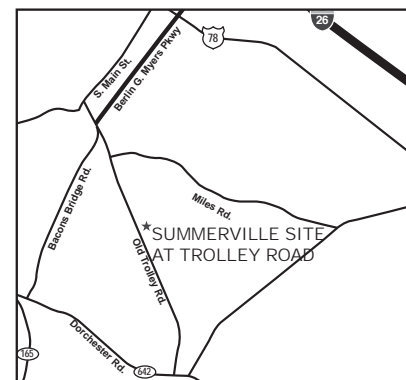
1. Student Success Center, Orientation Center, Admissions, Registrar, Financial Aid, Testing Services – Room 111
2. Bookstore – Room 110
3. Dean's Office – Room 109
4. Public Computer Center – Room 106C
5. Learning Resources Center (Library) – Room 105
6. Courtyard Café – Room 103
7. Live Oak Conference Center – Room 101
8. Public Safety Offices – Room 181
9. Aircraft Maintenance Classroom – Rooms 175 D and E
10. Aircraft Maintenance/Avionics Lab – Rooms 163, 165 and 167
11. Cosmetology Lab – Room 159
12. Nail Technology Lab – Room 158
13. Esthetics Lab – Room 151
14. Computer Lab – Room 144
15. Developmental Studies Lab – Room 141
16. Biological Sciences – Room 185
17. CNA Lab – Room 150
18. Veterinary Technology Building



## CAMPUS MAPS

### Summerville Site at Trolley Road

449 Old Trolley Rd., Summerville, SC



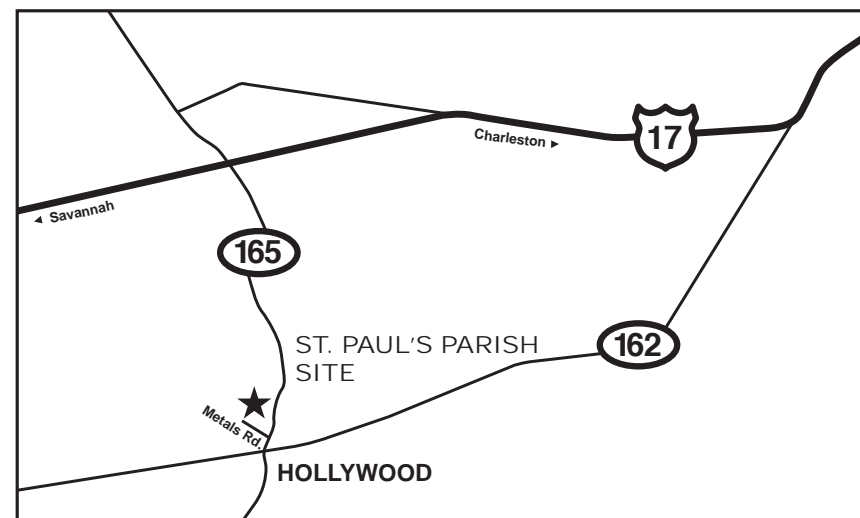
### St. Paul's Parish Site

Directions to 5231 Hwy. 165, Hollywood, SC:

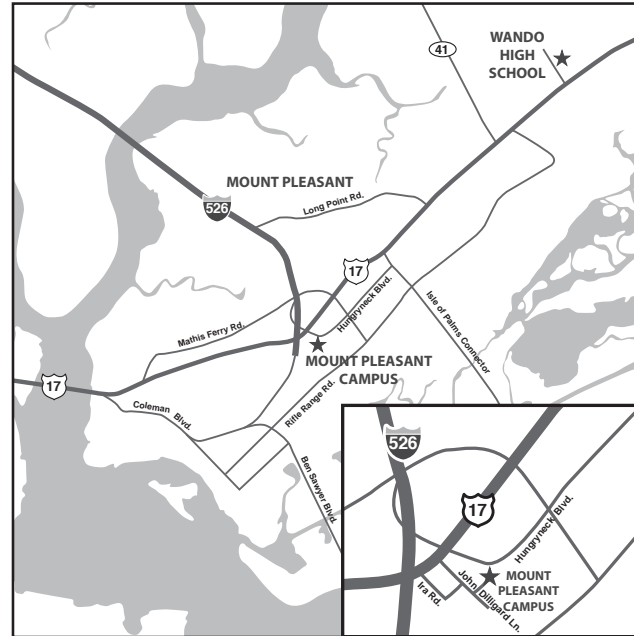
- Take US-17 South from Charleston.
- Approximately 7 miles south of the intersection of US-17 and I-526, bear left onto SR-162 West.
- Stay on SR-162 for approximately 7 miles.

### Dorchester County QuickJobs Training Center

5164 E. Jim Bilton Blvd., St. George, SC



## CAMPUS MAPS



### Wando High School

1000 Warrior Way,  
Mt. Pleasant, SC

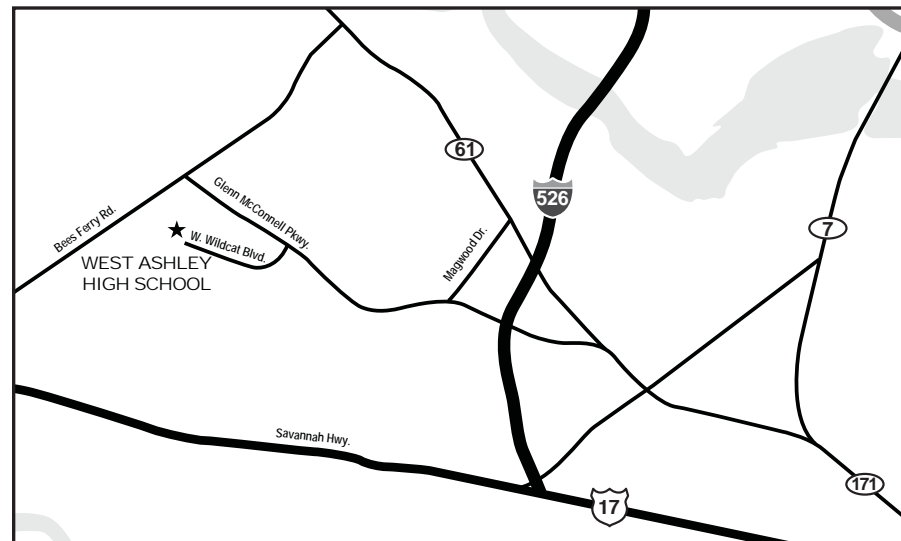
### Mount Pleasant Campus

1125 John Dilligard Lane,  
Mount Pleasant, SC

**Directions:** From Hwy. 17, turn onto Ira Rd. (into Wando Crossing shopping center); turn left at intersection; when road ends, take a right and immediate left into TTC parking lot.

### West Ashley High School

4060 W. Wildcat Blvd., Charleston, SC



TTC Directory		
<i>DEPARTMENT</i>	<i>NUMBER</i>	<i>LOCATION</i> (Bldg./Rm)
<b>ACADEMIC AFFAIRS</b>		
Vice President's Office	574.6057	100/210
<b>ADMISSIONS OFFICE</b>		
Berkeley	899.8063	BK/180
Main	574.6558	410/110
Mount Pleasant	958.5810	
Palmer	722.5568 or 722-5564	PL/121
<b>AERONAUTICAL STUDIES</b>	574-6795	920/816E
<b>HEALTH SCIENCES</b>	574.6255	630/206
<b>ALUMNI</b>	574.6456	900/119
<b>BIOLOGY LAB</b>		
Main	574.6352	630/222B
Palmer	722.5525	PL/146
<b>BOOKSTORE</b>		
Berkeley	899.8064	BK/110
Main	574.6120	950
Palmer	720.5604	PL/141
<b>BUSINESS OFFICE</b>		
Berkeley	899.8064	BK/110
Main	574.6026 or 574-6025	410/124A
Palmer	720.5604	PL/141
<b>BUSINESS TECHNOLOGY</b>	574.6252	200/102
<b>CAREER AND EMPLOYMENT SERVICES</b>		
Berkeley	899.8079	BK/111
Main	574.6119	940/D
Palmer	722.5516	PL/226
<b>COMMUNITY, FAMILY &amp; CHILD STUDIES</b>		
Main	574.6529	200/150
Palmer Campus	720.5602	PL/210C
<b>COMPUTER LABS</b>		
Berkeley Campus	899-8029	BK/144
Main Campus	574.6331	920
Palmer Campus	720.5708	PL/247, 252
<b>CONTINUING EDUCATION</b>		
Information	574.6022	910/142
Registration	574.6152	910/105
<b>COOPERATIVE EDUCATION</b>	574.6118	510/123

TTC Directory		
DEPARTMENT	NUMBER	LOCATION (Bldg./Rm)
<b>COSMETOLOGY LAB</b>		
Berkeley		
Cosmetology Lab	899.8052	BK/159
Esthetics Lab	899.8075	BK/151
Nail Lab	899.8074	BK/158
Palmer		
Esthetics Lab	722.5505	PL/158
Nail Technology Clinic	722.5578	PL/239
Summerville		
Cosmetology Lab	574-2584	SS/
<b>COUNSELING AND CAREER DEVELOPMENT</b>		
Berkeley	899.8079	BK/173
Main	574.6131	410/210
Mt. Pleasant	958-5814	MP/9100
Palmer	722.5516	PL/226
<b>CULINARY ARTS INSTITUTE OF CHARLESTON</b>	820.5090	920/112
<b>DENTAL HYGIENE CLINIC</b>	574.6465	630/108
<b>DESIRE-2-LEARN / DISTANCE LEARNING</b>	574.6999	
<b>EDUCATIONAL OPPORTUNITY PROGRAMS</b>		
EDUCATIONAL OPPORTUNITY CENTER		
Berkeley	899.8020	BK/111G
Main	574.6291 or 574.6132	430
Palmer	722.5509	PL/112,114
EDUCATIONAL TALENT SEARCH	899.8085	BK/186L
<b>SCHOLARS NETWORK</b>		
Scholars Network	574.6266	430
TTD (for the deaf and hearing impaired)	574.6266	
UPWARD BOUND MATH & SCIENCE	899.8005	BK166L
VETERANS UPWARD BOUND	574.6870	700/127
<b>ENGINEERING TECHNOLOGY</b>	574.6156	700/122
<b>FILM, MEDIA, VISUAL ARTS</b>	574.6852	500/123
<b>FINANCE AND ADMINISTRATION</b>		
Vice President's Office	574.6198	900/214
<b>FINANCIAL AID</b>		
Berkeley	899.8021	BK/111L
Main	574.6110	410/102
Mt. Pleasant	958-5811	MP/9100
Palmer	720.5520	PL/122

TTC Directory		
DEPARTMENT	NUMBER	LOCATION (Bldg./Rm)
<b>HUMANITIES AND SOCIAL SCIENCES</b>	574.6034	100/111
<b>INDUSTRIAL TECHNOLOGY</b>	574.6536	800/827
<b>INFO LINE</b>	574.6111	100/175
<b>INFORMATION TECHNOLOGY</b>		
Vice President's Office	574.6801	920/602
<b>INTERNATIONAL EDUCATION</b>	574.6567	100/145
<b>LAW-RELATED STUDIES</b>	574.6890	200/208
<b>LEARNING CENTER</b>		
Berkeley	899.8079	BK/141
Main	574.6409	920/211
Palmer	722.5516	PL/226
<b>LEARNING RESOURCES</b>		
Berkeley	899.8055	BK/105
Main	574.6089	510/156
Audio Visuals	574.6548	510/258
Circulation Desk	574.6095	510/152
Reference Desk	574.6096	510/158
Palmer	722.5540	PL/229
<b>MASSAGE LAB</b>	722-5542	PL/232
<b>MOUNT PLEASANT CAMPUS</b>	958.5810	
<b>NURSING</b>	574.6138	630/206
<b>ORIENTATION CENTER</b>		
Berkeley	899.8079	BK/111F
Main	574.6436	420
Mt. Pleasant	958-5811	MP/9100
Palmer	722.5518	PL/226
<b>PUBLIC SAFETY</b>		
Berkeley	899.8071	BK/181
If no answer, dial:	574.6053	
Emergency	574.6911	
Main	574.6053	100/127
Emergency	574.6911	
Lost and Found	574.6053	
Crime Prevention	574.6911	
Palmer	722.5521	PL/145
If no answer, dial	574.6053	
Emergency	574.6911	



TTC Directory		
DEPARTMENT	NUMBER	LOCATION (Bldg./Rm)
RECRUITMENT	574.6379	940
REGISTRAR'S OFFICE		
Advanced Standing (students with Last Name A-J)	574.6151	410/110
Advanced Standing (students with Last Name K-Z)	574.6487	410/110
Change of Major	574.6321	410/110
Enrollment Verification	574.6324	410/110
Grades	574.6421 or 574.6792	410/110
Graduation (students with Last Name A-J)	574.6523	410/224
Graduation (students with Last Name K-Z)	574.6322	410/224
Registration	574.6421 or 574.6792	410/110
Transcripts	574.6324	410/110
TTC Express	574.6358	410/110
SCIENCE AND MATHEMATICS	574.6015	300/303
STUDENT ACTIVITIES	574.6012	410/130
STUDENT E-SERVICES HELPLINE	574.6999	
STUDENT SERVICES		
Vice President's Office	574.6010	410/220
Assistant VP, Student Services	574.6393	410/226
Dean, Student Development	574.6131	410/210
Dean, Enrollment Management	574.6136	410/226
STUDENT SUCCESS CENTER		
Berkeley	899.8079	BK/111
Palmer	722.5516	PL/226
TESTING SERVICES		
Instructional Testing	574.6632	410/202
Berkeley	899.8079	BK/111
Dorchester County Quick Jobs/St. George	574.2591	
Main	574.6410	410/202
Mount Pleasant	958-5810	
Palmer	722.5516	PL/226
St. Pauls Parish	323.3800	
VETERANS ASSISTANCE	574.6105	410/102
VETS Lounge	574.6882	700/201
VETS Lounge - Palmer	722.5526	105A

## Directory by Function - WHO Does WHAT

TOPIC	WHO	MAIN	PALMER	BERKELEY
Address changes	Registrar's office	574-6129		
Advising – assignment of advisor	Orientation Services	574-6436	722-5516	899-8079
Advising – declared major	Academic departments			
Advising – non-degree student	Orientation Services	574-6436	722-5516	899-8079
Advising – undecided student	Counseling & Disability Svcs	574-6131	722-5516	899-8079
Appeals – Academic Suspension	Appeals Committee	submit appeal online through TTC Express		
Appeals – Extenuating Circumstance	AVP, Student Services	574-6393		
Appeals – Financial Aid awards	Financial Aid & VA	574-6110	720-5520	899-8021
Appeals – Financial Aid Probation Ineligible	Appeals Committee	submit appeal online through TTC Express		
Appeals – Late Withdrawal	Academic Dean - for your program of study			
Appeals – Residency	Admissions	574-6558	722-5568	899-8063
Career Counseling and Development	Counseling & Disability Svcs	574-6131	722-5516	899-8079
Change of program major	Registrar's office	574-6129		
Degree audit	Registrar's office	574-6129		
Drop/add classes	Registrar's office	574-6129		
Enrollment, Verification of	Registrar's office	574-6129		
Grades – student record	Registrar's office	574-6129		
Graduation application	Registrar's office	574-6129		
ID Cards	Student Activities	574-6012		
Jobs – Student Employment	Student Employment	574-6119		
Learning disabilities/accommodations	Counseling & Disability Svcs	574-6131	722-5516	899-8079
Life Scholarship	Financial Aid & VA	574-6110	720-5520	899-8021
Loans and grants	Financial Aid & VA	574-6110	720-5520	899-8021
Name Change	Registrar's office	574-6129		

## Directory by Function - WHO Does WHAT

TOPIC	WHO	MAIN	PALMER	BERKELEY
Orientation, student	Orientation Services	574-6436	722-5516	899-8079
Payment plan – tuition	Business office	574-6026	720-5604	899-8064
Pell Grants	Financial Aid & VA	574-6110	720-5520	899-8021
PLUS loans – parent	Financial Aid & VA	574-6110	720-5520	899-8021
Refunds – tuition	Business office	574-6026	720-5604	899-8064
Registration information	Registrar's office	574-6129		
Residency status (legal)	Admissions	574-6558	722-5568	899-8063
Scholarships	Financial Aid & VA	574-6110	720-5520	899-8021
Student bill	Business office	574-6026	720-5604	899-8064
Student employment	Student Employment	574-6119		
Student events	Student Activities	574-6012		
Student information release form	Registrar's office	574-6129		
Student organizations	Student Activities	574-6012		
Testing	Testing Services	574-6410		
Transcript – payment for TTC transcript	Business office	574-6026	720-5604	899-8064
Transcript – request TTC transcript	Registrar's office	574-6129		
Transfer Credit (In)	Registrar's office	574-6129		
Tuition information & payments	Business office	574-6026	720-5604	899-8064
V.A. education benefits	Financial Aid & VA	574-6110	720-5520	899-8021
Victim assistance	Counseling & Disability Svcs	574-6131	722-5516	899-8079
Withdraw – from class/ after withdrawal deadline -	Academic Dean for your program of study			
Withdraw – from class/ regular withdrawal period	Registrar's office	574-6129		

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